

## Beatrice Mirela STEFANESCU

Personal **Born December 18, 1975, Bucharest**  
Married

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Skills

- Excellent interpersonal qualities and an innovative, confident and amiable personality.
- Excellent verbal and written communication skills in English and Romanian language.
- Good linguistic and cultural versatility.
- Well organized with good analytical and planning skills.
- Strong problem-solving, positive and proactive.
- High sense of responsibility, dedication and professionalism.
- Self-motivated, ability to work independently and manage time efficiently.
- Noted coordination and relaying abilities for complex projects.
- Ample background in international relations .

Professional Experience

**October 2014 – present:  
Freelance English Language Trainer**

Teaching English in groups and/or individually.

Provided support for students in their:

- professional growth through the English language;
- gaining access to all sorts of information in English which would otherwise remain unknown;
- communicating worldwide with significant and important people;
- making themselves understood and feeling more comfortable in a world which was hitherto inscrutable.

**October 2013 – October 2014:**

**English Language Trainer (Eucom Foreign Language Center)**

- Several class sequences with corporation employees in: EMAG, CETELEM, TERAPIA-RANBAXY, EXPUR
- I used a modern, interactive teaching method, individual and group activities that stimulated learning. I customized my method according to each student's objectives, needs and expectations. The focus was on speaking. Grammar was achieved indirectly by means of constant and permanent speaking.
- I consider that a key element in teaching English is the integrated approach of personal abilities – a solid general English vocabulary base helps the students develop their skills in understanding oral messages, and in reading and writing. English needs to be taught in context.

**February 2008 – October 2012:**

**Assistant for the Sales & Marketing Directors and teams, performing translations (Alcatel-Lucent Romania)**

- Ensuring general administrative support
- Assisting with the coordination and scheduling of important customers/partners meetings or internal and external events, including preparation and follow-up activities
- Providing support for presentation preparation (reports, slides and graphic presentations, translating), as well as for the preparation of communication products such as newsletters, announcement mails, etc.
- Overall appointment coordinating: prepare meetings, conference calls, video conferences and follow-up on them (organization, room booking, agenda, monitoring the deadlines, take minutes for meetings, etc.)
- Helping with management of internal meetings, setting up and structuring

meetings, preparing content, recording meeting minutes, and performing follow-ups

- Ensuring excellence in internal communication
- Designing and maintaining databases and contact lists
- Performing other ad hoc support as needed

**March – December 2005: UN NGO observer and representative for the Association of Women with University Education (the Romanian branch)**

- Monitoring meetings and other events concerning women's rights
- Relaying information to Bucharest branch (President – Dr. Maria Ciochirca)
- Communicating with international representatives of relevant NGOs at the UN

**May 2000 – January 2005: Officer - Project coordinator and liaison (Ministry of National Defense, Bucharest)**

- Reviewing, translating, and designing project documents
- Managing communication between the involved partners
- Organizing visits, conferences and protocol meetings
- Researching and compiling development proposals

**Professional translator**

- *NATO Handbook* (Ministry of Defense, Romania)
- *Brick by Brick: How LEGO Rewrote the Rules of Innovation* by David C. Robertson, Bucharest: Publica, 2014
- Several translation projects for Eucom Foreign Language Center and Ascendis

Education and Training

**1994 – 1998** BA in English and Romanian from the University of Bucharest, Faculty of Foreign Languages and Literatures

**February – June 2002** Certificate in Greek as a Foreign Language from the University of Athens

**March 2004** English Defense Terminology, Military Academy, Sophia, Bulgaria

Operating Systems

Windows NT/2000/XP, Vista; MS Office

Foreign languages

*English*

**Speaking:** Expert, **Reading:** Expert, **Writing:** Expert

*Greek*

**Speaking:** Very Good, **Reading:** Excellent, **Writing:** Very Good

*French*

**Speaking:** Medium, **Reading:** Very Good, **Writing:** Very Good