



Diana-Maria Georgescu

18/06/1985, Not married

Sector 6, Bucuresti, Romania

Phone: +4076 296 7481

diana.georgescu13@gmail.com, <http://www.linkedin.com/in/dianageorgescu>

Summary

Freelance Translator / Online Media Consultant / Web Content Editor

Skills

- proficiency in spoken and written English and French, spoken Italian and Spanish, mild knowledge of German
- basic knowledge of new media and social media marketing, able to teach small groups on how to set up blogs and social media profiles, offer some insight on internet promotion tips & tricks etc.
- web content editing
- event organizing

Experience

Freelance Translator (EN-RO / RO-EN) at Independent

Translation and Localization, employees

03/2009 - present

Translate into English/Romanian brochures, engineering papers, literature etc.

A sudden shift in my work experience after having resigned from my previous position, starting off a few pages of engineering terms in the field of oil exploitations and continuing with several papers and brochures.

Assistant Manager (internship) at IATOM IMPACT

www.traduceri-apostilari.ro

Translation and Localization, 0-10 employees

08/2009 - 08/2009

Handling and placing orders, Acquiring basic management skills

I developed basic management skills by handling and placing orders received via email or phone call, acting as an intermediary between clients and translators, sorting out papers and documents to be returned to client upon translation/authentication.

Online PR at Republika Interactive www.republika.ro

Online Media, 0-10 employees

10/2008 - 02/2009

Online PR, Web Content Editor, Copywriter, Event organizer

I was the copywriter of the first draft of their website <http://www.republika.ro>, keeping up-to-date on their behalf the social profiles established on social networks like Twitter, Flickr etc. Putting a gentle shoulder to the endorsement of their first promo contest, as well.

Project Manager at www.unseenromania.com

Internet, 0-10 employees

03/2008 - 06/2008

Assemble and manage a team of content editors, Write and edit articles

It was one of the less memorable experiences, that taught me how NOT to manage my work-flow and lead people into action. For the first time, I realized that I was running a website as if it were my own and needed to be more punctual with details and delivery on term. I don't consider it a management failure, but rather a provocative one-woman show experience. It was the lack of communication with the main manager and my team of editors that later showed me something in me needed to change in order to achieve true management skills for this kind of projects.

Web Content Editor at MyKinda.ro

Online Media, 0-10 employees

01/2008 - 03/2008

Write and edit articles

Web Content Editor at Green Pixel

Writing & Editing, 10-50 employees

05/2007 - 01/2008

Web Content Editor, Translator, Copywriter

In charge with the upload of incoming campaign materials on the website of one of their big clients (a large telecom company) for discounts, pre-pay or subscription offers and telephones, and several contests that ran on the website etc. Translating some the above materials into English/Romanian ready for upload or intern purposes (e.g. the production of Communication Guidelines). Copywriting slogans/labels/texts etc.

Survey Analyst at IPSOS Interactive

, >200 employees

12/2006 - 04/2007

Make phone calls on behalf of our clients and apply surveys to different age/gender groups/institutions in Italy

My first real job in a multilingual marketing research environment, with Italian as the main language. During my time there, I obtained pretty good scores of at least 5 to 10+ interviews/day, when the average score by the end of a campaign would drop to no more than 5.

Assistant Manager at Dynamic Distribution

, 0-10 employees

08/2006 - 11/2006

Handling invoices, Supervising clients in the Internet Cafe

A job that offered me the possibility to acquire some skills in Internet browsing and blogging for free, while learning to multitask between clients and invoices.

Volunteer at Revista Fitzuica, Fundatia "Romania Pro Culture"

Writing & Editing, 10-50 employees

10/2004 - 05/2006

Translator/Interpreter, Writer/Editor, Event Coordinator, MC

Writer for "Fitzuica", a students magazine well-known in campuses across the country. Translator for foreign teams coming to help during our events (e.g. "Festivalul Libertatii"). MC and event coordinator/volunteer during "Story of the Soul" students gatherings, every 2 weeks during the 1st semester of a school year.

Volunteer at Fundatia Seceris

, 0-10 employees

06/2002 - 09/2004

Translator for Summer Camps and reach-outs, Kitchen staff, Arts and Crafts

Translating for the US teams that helped the Romanians on summer reach-outs. Preparing the meals and feeding the kids at the orphanage every Fri and Sun. Playing and singing with the kids on summer camps OR at the orphanage.

co-DJ, Radio Producer at Radio Orion

Entertainment, 0-10 employees

06/2001 - 03/2002

DJ-ing, Producing vox tapes and a 10 minutes radio show called "Hattrick", Replacement DJ on vacations

My first heartbreaking lesson in handling a tape recorder took place during a Romanian music concert at the seaside. I managed to enter the backstage without a press-pass and interview some of the bands. However, that which was supposed to be an awesome interview turned to be partially erased by supra-recording. It was saved one week later, in the studio, by some last-minute editing.

Studies

Advertising/PR at Comunicare si Relatii Publice, SNSPA

College

10/2004 - 07/2006

Human Arts at Colegiul National "Dinicu Golescu", Campulung Muscel

Highschool

01/2001 - 06/2004

Hobbies

music, dance, travel, books

Languages

English, French, Italian, Spanish, German

Certificates

TOL New Media Essentials Course (12-18th July, 2009 * Prague, CZ)

Clubs & Organizations

PRIME - The Association of European Students in Communications and PR