



Bogdan Duşa

Translation Professional

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Personal Details:

DOB: 23 June 1975 • Male • Married

Charismatic, persuasive and multi-lingual Communication Specialist with a proven ability to translate documents from a source language to a target language.

QUALIFICATIONS SUMMARY

- Highly dedicated professional with extensive experience comprehending and converting English and French languages into Romanian.
- A quick learner with great ability to absorb new ideas and communicate clearly and effectively with people from all social and professional backgrounds.
- Solid professional background in tracking project activities, collaborating with and motivating staff, and distributing vital information across project teams to ensure on-time project completion.
- Highly reliable and detail-oriented professional with a sense of diligence and aptitude to effectively carry out assignments with stringent deadlines.
- Articulate communicator skilled in building and strengthening relationships across functions to drive cohesive, strategic operations.

PROFESSIONAL EXPERIENCE

RWS, Bucharest, Romania **Language Specialist**

2019 – Present

Act as a liaison between the client and the team of freelance translators. Monitor projects and ensure they are completed on time and within budget. Plan and develop training curriculum and make effective use of various instructional materials including videos and documents. Conduct evaluations of various programs and monitor progress continuously to meet quality standards. Develop detailed translation and review project plans and track daily deliverables against plans and deliver effective solutions to mitigate issues. Respond to questions and coordinate team efforts to ensure project success. Deliver strategic assistance to the pool of freelancers aimed at improving service delivery by setting up one-to-one video calls to better explain the requirements using hands-on examples.

Key Contributions:

- Bridged the communication gap between client and the team of freelance translators to achieve collective goals
- Improved the translation quality by creating hands-on training materials for vendors, containing documents with print screens and videos
- Identified the need of skills improvement and delivered effective training and mentoring to vendors regarding the regex (regular expressions) usage with a keen focus on improving overall performance and efficiency
- Reduced translation and review time consumption and improved quality by using third-party translation verification tools (such as Xbench)

Octopus Translations, Bucharest, Romania **QA Manager**

2014 – 2019

Designed, implemented and improved company quality standards. Supervised the QA process from quality planning to quality control and quality improvement aimed at promoting organisation, productivity, and efficiency. Utilised regex for better file import into CAT tools (segmentation rules) and better file format in MS Word (wildcards). Improved the general quality of Octopus Translations services by evaluating the translated materials both with CAT tools' own QA features and dedicated verification software (Xbench, Verifika).

Key Contributions:

- Improved the process of creation and maintenance of terminology resources (translation memories and glossaries)
- Designed and executed a QA process for a team of vendors covering several language combinations

Self-Employed**2002 – 2014****Freelance Translator**

Oversaw a large translation project regarding feasibility studies destined to Oracle software implementation from English to Romanian. Translated and localised web applications and software from English to Romanian. Provided translation of SCADPlus summaries of UE legislation (from French to Romanian), European Citizens' Consultations (from English to Romanian), or Romanian (draft) laws, regulations and various Government decisions to be aligned with the EU rules (from Romanian to French). Translated car user guides, service manuals and other automotive materials from English to Romanian. Translated production management software from English to Romanian and delivered accurate documentation at the client premises in The Netherlands (Alcoa, Drunen). Translated official materials for the European Research Infrastructure Consortium (CESSDA-ERIC) from English to Romanian or social surveys and questionnaires from Romanian to English.

Key Contributions:

- Acquired a wide translation expertise, mainly in IT, automotive, social sciences, and EU-related fields
- Managed several translation projects, including translations for the European Parliament (amendments) or the European Commission (national technical regulations) from Romanian into French

Additional Experience**Translator** at European Commission

EDUCATION**Bachelor of Arts in Philology**

Universitatea Spiru Haret, Bucharest, Romania

*Dissertation "Translating English Scientific and Technological Texts – a critical approach"***Technical Proficiencies**

MS Office: Word, Excel, Outlook. CAT Tools: SDL Trados Studio, memoQ, XTM.

Professional Affiliations

IAPTI – International Association of Professional Translators and Interpreters