

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s)	Dan Topor		
Address(es)	Str. Zorilor nr. 5, 530143 Miercurea Ciuc, Romania		
Telephone(s)	+40 266 312 006	Mobile:	+40 744 477 008
Fax(es)	+40 266 312 006		
E-mail	office@dan-topor.ro / dan.topor@gmail.com		
Nationality	Romanian		
Date of birth	May 10 th , 1976		
Gender	male		

Work experience

Dates	2004 – present
Occupation or position held	Self-employed / Freelance translator
Main activities and responsibilities	Translating technical documents from German/English into Romanian
Name and address of employer	Topor Dan P.F.A., Str. Zorilor nr. 5, Miercurea Ciuc, Romania
Type of business or sector	Translation services
Dates	2003 – 2004
Occupation or position held	Technical coordinator / Engineer
Main activities and responsibilities	Coordinating production, maintenance and service activities on 2 bottling lines.
Name and address of employer	S.C. Mineral Quantum S.R.L., str. Garii FN, Sanraieni, Romania
Type of business or sector	Food industry
Dates	2000 – 2003
Occupation or position held	Full time translator / DTP specialist
Main activities and responsibilities	- Translating technical documents from German/English into Romanian - DTP for translated documents from/into all languages (except for Arabic and Asian languages)
Name and address of employer	S.C. ASCO International S.R.L. Sirul Gh. Dima nr. 2, Brasov, Romania
Type of business or sector	Translation agency
Dates	1997 – 2000
Occupation or position held	Part-time translator
Main activities and responsibilities	Translating technical documents from German/English into Romanian
Name and address of employer	S.C. ASCO International S.R.L., Sirul Gh. Dima nr. 2, Brasov, Romania
Type of business or sector	Translation agency
Dates	December 1996 – January 1997
Occupation or position held	Voluntary interpreter for the Slovenian Junior Ice Hockey team
Type of business or sector	1997 World Junior Ice Hockey Championship - Pool C, held in Miercurea Ciuc and Gheorgheni, Romania

Education and training																																																													
Dates	2005																																																												
Title of qualification awarded	Translator Certificate for English – Romanian, Technical field																																																												
Principal subjects/occupational skills covered	Translating technical texts form English into Romanian																																																												
Name and type of organisation providing education and training	The Ministry of Culture, Romania																																																												
Dates	2000																																																												
Title of qualification awarded	B.Sc. Mechatronics																																																												
Principal subjects/occupational skills covered	Engineering in Mechatronics (Mechanics, Hydraulics & Pneumatics, Measuring devices, Robotics, Computer Aided Desingn etc.)																																																												
Name and type of organisation providing education and training	'Transylvania' University in Brasov, Romania, Faculty for Mechanics																																																												
Dates	1994																																																												
Title of qualification awarded	Junior programmer and IT operator																																																												
Principal subjects/occupational skills covered	Computer Science																																																												
Name and type of organisation providing education and training	Theoretical High-School 'Octavian Goga' in Miercurea Ciuc, Romania																																																												
Personal skills and competences																																																													
Mother tongue(s)	Romanian																																																												
Other language(s)																																																													
Self-assessment																																																													
European level (*)																																																													
English																																																													
German																																																													
Hungarian																																																													
French																																																													
	<table><tr><th colspan="4">Understanding</th><th colspan="4">Speaking</th><th colspan="2">Writing</th></tr><tr><th colspan="2">Listening</th><th colspan="2">Reading</th><th colspan="2">Spoken interaction</th><th colspan="2">Spoken production</th><th colspan="2"></th></tr><tr><td>C1</td><td>Proficient user</td><td>C2</td><td>Proficient user</td><td>C1</td><td>Proficient user</td><td>B1</td><td>Independent user</td><td>C1</td><td>Proficient user</td></tr><tr><td>C1</td><td>Proficient user</td><td>C2</td><td>Proficient user</td><td>B2</td><td>Independent user</td><td>B1</td><td>Independent user</td><td>C1</td><td>Proficient user</td></tr><tr><td>B1</td><td>Independent user</td><td>A2</td><td>Basic user</td><td>B2</td><td>Independent user</td><td>B1</td><td>Independent user</td><td>A1</td><td>Basic user</td></tr><tr><td>A1</td><td>Basic user</td><td>A2</td><td>Basic user</td><td>A2</td><td>Basic user</td><td>A2</td><td>Basic user</td><td>B1</td><td>Independent user</td></tr></table>	Understanding				Speaking				Writing		Listening		Reading		Spoken interaction		Spoken production				C1	Proficient user	C2	Proficient user	C1	Proficient user	B1	Independent user	C1	Proficient user	C1	Proficient user	C2	Proficient user	B2	Independent user	B1	Independent user	C1	Proficient user	B1	Independent user	A2	Basic user	B2	Independent user	B1	Independent user	A1	Basic user	A1	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	B1	Independent user
Understanding				Speaking				Writing																																																					
Listening		Reading		Spoken interaction		Spoken production																																																							
C1	Proficient user	C2	Proficient user	C1	Proficient user	B1	Independent user	C1	Proficient user																																																				
C1	Proficient user	C2	Proficient user	B2	Independent user	B1	Independent user	C1	Proficient user																																																				
B1	Independent user	A2	Basic user	B2	Independent user	B1	Independent user	A1	Basic user																																																				
A1	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	B1	Independent user																																																				
	(*) Common European Framework of Reference for Languages																																																												
Social skills and competences	Team spirit, ability to adapt to multicultural environments and good communication skills acquired through voluntary activities, multiple trips in foreign countries and working in a translation agency and/or as a freelancer.																																																												
Organisational skills and competences	Good sense of organisation acquired through my work as a technical coordinator and as a freelancer. Experience in project management acquired through my work as freelancer.																																																												
Technical skills and competences	Good level of technical skills and competences regarding the use, troubleshooting and maintenance of industrial machinery, acquired though my short experience as an engineer.																																																												
Computer skills and competences	Good command of Microsoft Office™ tools (Word™, Excel™) and basic knowledge of FrameMaker. Good command of a series of CAT tools, such as SDL Trados 2007 and Studio 2009, SDLX, Transit and MemoQ, acquired through constant work with these tools as a translator.																																																												
Driving licence	Category B																																																												
Annexes	Copy of the University Diploma and Translator Certificate																																																												