

PERSONAL INFORMATION

ROIBU OLESEA



1/3, Drumul Schinoasei, apt.38, MD 2019, Chisinau, Republic of Moldova

+373 69298796

olesearoibu@yahoo.com

Skype olesearoibu

Sex Female | Date of birth 29/07/1980 | Nationality Romanian

WORK EXPERIENCE

January, 2016- ongoing

Language assistant

Twinning project MD/16/ENP/HE/23 „Strengthening of the Medicines and Medical Devices Agency of Moldova as regulatory agency in the field of medicines, medical devices And pharmaceutical activity

- main interpreter and translator for RTA, the project leader and short-term experts
- translate all the necessary materials related to the coordination and management of the Twinning Project
- translate all the documents necessary for events related to project activities
- translate material prepared by experts (proposals, draft legal acts, legal acts, etc.)
- interpret at missions, trainings, seminars, meetings of the supervisory committee and other Project events
- maintain and develop close relations with employees of project partners and beneficiary institutions participating in project activities and project management
- cooperate and work together with RTA and RTA assistant in the implementation of daily project-related activities, to accompany participants in the study visits, etc

October, 2014-September 2016

Language assistant

Twinning project MD13/ENP/FI/12b “Consolidation and Strengthening the External Public Audit HAUS Finnish Institute of Public Management Ltd, PO Box 101, FI-00331, Helsinki Hollantilaisentie 11, Helsinki, represented by Reijo Lindh, Project Leader TEL. +358 207 180 1 Reijo Lindh

- Facilitate oral translations/interpretation in English and Romanian during, meetings, working groups, seminars, conferences, workshops, round-tables, study visits and other events;
- Provide written translations of training materials, working papers, reports, presentations, related draft national legislation, other documents from English into Romanian and vice versa;
- Provide logistical and administrative support to the experts, beneficiaries and other parties involved;
- Perform other duties as required by the RTA, experts and the beneficiary part;

January 2016-April 2016

TRANSLATOR/INTERPRETER

Massimiliano Gangi, Short term expert, WB Project “Strengthening Competitiveness” to the Competition Council of Moldova, massimiliano.4@hotmail.it;

- Provide translation of related documents
- Facilitate oral communication with the stakeholders

- November 2014-December 2015 **Language assistant**
 Project "Technical assistance to the Moldovan Competition Council- Market investigations, Related training and advocacy"
 Learlab s.r.l.
 Via di Monserrato 48
 00186 Rome – Italy
- Provide translation of related documents
 - Facilitate oral communication with the stakeholders
 - Interpret during the workshops and trainings of the staff
- 2011-present **Freelancer**
- Facilitate oral/written translations/interpretation in English and Romanian during, meetings, working groups, seminars, workshops, training sessions, conferences and other events as requested by national and international contractors (state institutions, business companies, natural persons);
 - Short-listed interpreter for the World Bank in Moldova
 - Cooperation with the Translation Office LINGVISTICA
- March 2011-December 2012 **Language Assistant**
 "Support to implementation and enforcement of competition and State aid policy" Twinning Project MD09/ENP-PCA/FI/03,
- The Romanian Competition Council (RCC), 1 Piata Presei Libere, 1st a, Bucharest, Romania, tel: 00 4021 405 44 33, fax:00 4021 318 26 11, represented by Mrs. Doina Ion Tudoran, Director for International Relations and Communication, Project Leader
- Facilitate oral translations/interpretation in English and Romanian during, meetings, seminars, conferences and other events;
 - Provide written translations of national legislation on competition and state aid other documents from English into Romanian and vice versa;
 - Provide logistical and administrative support to the experts, beneficiaries and other parties involved;
 - Perform other duties as required by the RTA, experts and the beneficiary part;
- Business or sector State administration of competition and state aid environment
- December 2007-July 2009 **Translator/Interpreter**
 Massimiliano Gangi, Competition law and policy Expert, Project "Technical Support to the National Agency for the Protection of Competition (NAPC) under the World Bank Competitiveness Enhancement Project"; massimiliano.gangi@agcm.it; massimiliano.4@hotmail.it;
- Facilitate oral translations/interpretation in English and Romanian during, meetings, seminars, conferences and other events;
 - Provide written translations of national and international legislation on competition and other documents from English into Romanian and vice versa;
 - Provide logistical support to the expert;
 - Perform other duties as required by the supervisors
- Business or sector State administration of competition environment
- October 2006- May 2007 **Project assistant**
 Hilfswerk Austria in Moldova, 85 Alexandru cel Bun str, MD-2012, Chisinau, Republic of Moldova.

- Participate in preparation, implementation and follow up of project activities;
- Data collection and maintenance of data bases;
- Maintain office e-mail correspondence;
- Prepare presentations, minutes, reports, and other related documents;
- Compile and prepare booklets, manuals, posters and other visibility materials related to the project;
- Provide logistical support to the experts;
- Arrange meetings and other events.

Business or sector Non-governmental sector, child care and protection

November 2005-September 2006

Consultant

Resource Centre for Human Rights; 95 "A" Alexandru Hajdeu str., Chişinău, Republic of Moldova

- Participate in preparation, implementation and follow up of office activities;
- Data collection and maintenance of data bases;
- Maintain office e-mail correspondence;
- Update the web-site and provide on-line support to beneficiaries;
- Maintain contacts with beneficiaries of the programs and other related persons;
- Participate in writing reports;
- Participate in arranging and meetings and provide logistical support to events

Business or sector Non-governmental organization

September 2002-September 2006

Lecturer

State University of Moldova; 60 A.Mateevici str, MD-2009 Chisinau, Republic of Moldova.

- Prepare and teach English classes to students from different departments;
- Perform scientific activity;
- Participate in curricula preparation and modification;
- Participate in conferences, workshops and other meetings;
- Initiate and conduct extra-curricular activities.

Business or sector Higher education

EDUCATION AND TRAINING

2002- 2003

Diploma de magistru, Magistru in Filologie, Studii de Americanistica

State University of Moldova, Chisinau, Republic of Moldova

- Political philosophy, Communicative system in US, Human Rights, etc.

1997- 2002

Diploma de studii superioare universitare de licenta, Licentiat in Filologie, Limba si Literatura Engleza

State University of Moldova, Chisinau, Republic of Moldova

- English Language and Literature

PERSONAL SKILLS

Mother tongue(s)

Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Replace with name of language certificate. Enter level if known.					

Russian	C2	C2	C1	C1	C1
Replace with name of language certificate. Enter level if known.					
French	B1	B1	B1	B1	B1
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

- Social skills and competences
- Responsibility, self-respect and self-reliance, good communication skills, strong values of fairness, equity and dignity, tolerance; openness; ability to establish and maintain good working relations with people of different national and cultural backgrounds.
- Organisational / managerial skills
- Team-working, punctuality, loyalty, diplomacy, flexibility, result-oriented work capacity, problem-solving attitude capability to work under pressure and meet deadlines.
- Job-related skills
- Strong interpretation skills: written (9000 symbols/day) and oral (consecutive and simultaneous) translations, good memory, quick typing
- Computer skills
- good command of Microsoft Office™ tools, Windows 7 OS
- Driving licence
- Category B, passenger vehicles.

ADDITIONAL INFORMATION

The following people can also provide any information as to my qualification and personal skills and abilities:

Carare Viorica, president of Competition Council, carare@competition.md

Ion Manole, President, Promo-Lex Association, info@promolex.md

Jose Joaquin Garcia-Pando Mosquera, Tribunal de Cuentas, jose.garcia-pando@tcu.es

Ari Sihvola, Director of Development, HAUS Finnish Institute of Public Management Ltd, ari.sihvola@haus.fi

Arunas Beksta, Member of the Board of Lithuanian Association of Adult Education, arunas_beksta@yahoo.co.uk

ANNEXES

- Copies of diplomas;
- Reference letters;
- Cover letter.