



Stefan Pinte

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WORK EXPERIENCE

QA Manager & Business analyst

Ytranslations LTD [01/04/2023 - 16/08/2023]

City: Iasi

Country: Romania

- Taking care of the QA processes;
- Development of QA techniques to enhance the quality of delivered projects;
- Analysis of internal company processes (sales, PM, Account Management);
- Generate weekly and monthly reports on company activity;
- Setting new targeting guidelines to increase the number of words translated per month;

Project manager

Ytranslations LTD [16/08/2021 - 01/04/2023]

City: Iasi

Country: Romania

- Taking care of Translation Projects;
- Creating an accurate timeline of project completion;
- HR specific tasks: finding the right linguist for a specific project;
- Team management: prepare the team for a specific project (through trainings and meetings);
- Running QA processes to ensure quality of the delivered translations;
- Profit management: analyzing the budget and costs in order to ensure that the project will have profit;
- Evaluate Project Performance;

Book translator - Russian-Romanian

Doxologia Publishing House [09/2021 - 11/2021]

City: Iasi

Country: Romania

Sfântul Maxim Grecul - Despre erorile musulmanilor, latinilor și luteranilor.

Book translator - Russian-Romanian

Eremit Publishing House [2017 - 2017]

City: Iasi

Country: Romania

1. Sfântul Serafim din Sarov, Cum să ne atârnăm față de cei necredincioși și alte sfaturi ale Cuviosului Serafim de Sarov.
2. Sfântul Serafim din Sarov, Bucuria mea.

3. Sfântul Serafim din Sarov, Învățăături pentru călugări și mireni.
4. Ana Markova - Sfântul și Dreptul Alexei Mecev (Părtași la lumina dumnezeiască).

EDUCATION AND TRAINING

Phd in Orthodox Theology

Lucian Blaga University of Sibiu [01/10/2021 – Current]

City: Sibiu

Country: Romania

Website: <https://www.ulbsibiu.ro/ro/>

Master in Psychological and Spiritual Communication and Counselling

Alexandru Ioan Cuza University of Iasi [01/10/2019 – 31/07/2021]

City: Iasi

Country: Romania

Website: <https://www.teologie.uaic.ro/>

Comunicare Paradoxală, Exigențe etice în comunicare, Consiliere psihologică și spirituală, Teorii și practici actuale ale consilierii psihologice, etc.

Erasmus + Internship

Machairas Monastery, Cyprus [04/07/2020 – 03/09/2020]

Country: Cyprus

Erasmus + Internship

Orthodox Parish "St. Zechariah and Right Elizabeth" [25/07/2019 – 24/09/2019]

City: Brunete, Madrid

Country: Spain

Erasmus + Internship

Vatoped Monastery, Mount Athos [01/07/2018 – 01/09/2018]

City: Muntele Athos

Country: Greece

"National Youth Economic Empowerment Programme" Certificate

Ministry of Economy in partnership with ODIMM [17/07/2017 – 28/07/2017]

City: Ungheni

Country: Moldova

Bachelor in Orthodox Theology

Alexandru Ioan Cuza University of Iasi [01/10/2015 – 31/07/2019]

City: Iasi

Country: Romania

Website: <https://www.teologie.uaic.ro/>

Teologie Dogmatică, Teologie Liturgică, Apologetică, Spiritualitate, Teologie Morală, Drept canonic Ortodox, Muzică, etc.

High School Diploma

Theoretical High School "Gheorghe Asachi" [01/09/2013 – 31/05/2015]

City: Ungheni

Country: Moldova

Matematică, Fizică, Biologie, Informatică, Istorie, etc.

LANGUAGE SKILLS

Mother tongue(s): **Romanian**

Other language(s):

Russian

English

LISTENING C1 READING C1 WRITING C1

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1 SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Social Media / FI Studio / Adobe Photoshop / Google suite -Gmail, Google Drive, Google Slide, Google Docs, Google Sheets, Google Forms, Google- / Translation software (SDL Trados, SD-Tool, Across, MemSource, MemoQ

COMMUNICATION AND INTERPERSONAL SKILLS

Team Management

- Problem solving skills;
- Ability to motivate and provide confidence;
- Empathy and understanding of the problems faced by the team;
- Psychological and emotional support to all team members;
- Ability to communicate effectively so as to avoid conflicts;
- Analysing the team and highlighting strengths and weaknesses;

Psychological and spiritual counselling

- Proactive listening;
- Ability to operate correctly with questions;
- Understanding and highlighting the psychological and emotional elements underlying a problem;
- Providing emotional support, using psychological and spiritual counselling techniques;

SKILLS ACQUIRED IN THE WORKPLACE

Technical and organisational skills

- Punctuality and timely completion of tasks;
- Ability to learn new things quickly (even technical ones), eager to learn and improve my skills;
- Able to take on responsibility;
- Ability to work with a text in a foreign language;
- Ability to work with translation and QA specific softwares;
- Good user of digital sources in the research process;

DRIVING LICENCE

Driving Licence: B1

Driving Licence: B

