

CURRICULUM VITAE

PERSONAL INFORMATION:



Name: VOIN Doru-Sorin
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EDUCATION:

University of Bucharest - Foreign Languages Faculty
BA, June 1994
Major: English
Minor: Turkish

PROFESSIONAL BACKGROUND:

<p><i>From July 1st, 2003</i></p>  <p>VTT VOIN Technical Translations</p>	<p>Voin Technical Translations (VTT) – PROJECT MANAGER</p> <p>Founder and owner of Voin Technical Translations (VTT), a translation company having it's headquarter in Bucharest, Romania. Voin Technical Translations (VTT) supplies upon request the following integrated services: technical writing, translations (different documents in electronic or printed format), Web sites localization, translation proofreading and reviewing, updating glossaries / translation memories, database of specialized translators, consultancy in the translations field, consultancy in IT field, etc. You can always find more updated info by visiting our website http://www.vtt.ro.</p>
<p><i>From May 2nd, 2002 – June 30th, 2003</i></p>  <p>RAV RELIABLE ANTIVIRUS</p>	<p>GeCAD Software – SENIOR TECHNICAL WRITER</p> <p><i>Main tasks:</i> Writing technical documentation (user guides, administration manuals, etc.) for the company's products (anti-virus industry). You can find samples of my work here.</p> <p>Several technical articles published on specialized websites and/or magazines:</p> <ul style="list-style-type: none">• Fighting spam - available in English on the following web sites:<ul style="list-style-type: none">· Web Design Knowledge Base· Security Knowledge Base· RAV AntiVirus• Far too many viruses in January 2003 - available in English on the following web sites:<ul style="list-style-type: none">· Security Knowledge Base· RAV AntiVirus

<p><i>April 2, 2001 – August 17th, 2001</i></p>	<p>TeleInvest SA - TECHNICAL WRITER</p> <p>TeleInvest SA is the Swiss-Romanian software producer of Predator, an online platform for stock exchange transactions. Main duties:</p> <ul style="list-style-type: none"> • Editing the technical documentation (User Guides, Administration manuals, Online Help) in English or French, depending on the customer's profile. • Customer support • Bug reporting & patching • Technical support for the servers deployed at company's headquarters (running the following OSs: Windows NT, OS2/Warp and Unix). • Set up and management of the network (including a 20 computers LAN, remote connection – RAS servers, Cisco routers) • Hardware/software assistance • Training for end-users. <p>This job was carried out in St. Sulpice, canton de Vaud, Switzerland</p>
<p><i>May 2000 – April 2001</i></p>	<p>Lomac-Elite - TRANSLATOR / SOFTWARE LOCALIZER / TRANSLATION MANAGER</p> <p>Lomac-Elite is a Polish-Romanian translation company acting in the software localization field. I was a member of the team localizing an accounting platform for <i>Oracle</i>. My work was focused on the following software modules: OE (Order Entry), WSH (Transport), OA (Oracle Assets), FI (Financial) and INV (Inventory). The total word count for software: around 250,000 words. I was also involved in the translation of the HTML files for the same platform. Total word count for HTML files: around 1,000,000 words. I was also involved in all the projects developed by Lomac-Elite for more than 6 months, including client contacts, project reporting, cost controlling and so on. I benefited from several PM training courses and learned how to use special tools like Microsoft Project.</p>
<p><i>Jan. 1997 - May 2000</i></p>	<p>The Body of Expert and Licensed Accountants of Romania (CECCAR), Translations Dept. - TRANSLATOR</p> <p>Main duties: Developing the contacts with other professional accounting bodies; writing official documents and correspondence; organization of professional events (conferences, seminars); translation of official documents (ISAs, IASs). This position has implied acquiring of accounting, banking, financial knowledge and also participation in professional training courses for simultaneous translation from English and/or into Romanian.</p>
<p><i>Oct. 1994 - Jan. 1997</i></p>	<p>Romanian National Press Agency (ROMPRES), International News Dept. - EDITOR</p> <p>Main duties: Editing news, headlines, articles on the international developments; official statements; other mass-media related businesses.</p>

LANGUAGES

Romanian – native
English, French – quasi native
Turkish – Very good



SOFTWARE ABILITIES

All Adobe products
Macromedia Studio MX
MS Office XP
RoboHelp
MS Help Workshop
Various HTML editors



CAT Tools:

Trados 3.0 freelance edition
Transit
WordFast
IBM Translation Manager 6.0
Cats&Cradle 2.8
Microsoft LocStudio 4.54

TRANSLATIONS:

Recent projects

For Thinkz (Spain):

Mustek – Power Must (UPS) documentation: *User Manual, Cover Page, Technical specifications* (EN>RO)

For other translation agencies (unable to disclose more info):

Dell broadband router User Guide (EN>FR)

SW localization IBM WebSphere (EN>FR)

Older projects

For CECCAR

- Different International Accounting Standard (IASs), International Audit Standards (ISAs)
- European Accounting Directives and US General Accepted Accounting Principles (GAAPs)

For different publishing houses (excerpt, usually from English into Romanian):

- **Joe Habraken** – *Absolute Beginner's Guide to Networking*, 3rd edition, Pearson Education Inc., publishing as Que, 2001, [All Publishing House](#), Bucharest 2002 - click [here](#) for the picture;
- **Ron White** – *How computers work*, 6th edition, Pearson Education Inc., © Que, 2001, [All Publishing House](#), Bucharest 2002 - click [here](#) for the picture
- **Paul McFedries** - *Creating a HTML page*, [All Publishing House](#), Bucharest 2002 - click [here](#) for the picture
- **Clayton Walnum** - *Visual Basic .NET* - click [here](#) for the picture
- **Kris Jamsa** - *Visual Basic .NET Tips & Techniques* - click [here](#) for the picture
- **Neil Rackham** - *SPIN selling* ([Teora publishing house](#)) - click [here](#) for the picture

- **Peter F. Drucker** - *Innovation and Entrepreneurship: Practice and Principles* ([Teora publishing house](#)) - click [here](#) for the picture
- **Richard Koch** - *Dictionary of management and finance* ([Teora publishing house](#)) - click [here](#) for the picture
- **Richard Poe** – *The Wave3 Way To Building Your Downline* ([Amaltea publishing house](#), 2001) - click [here](#) for the picture
- **David Robinson** – *Business Etiquette* ([Rentrop & Straton publishing house](#), Bucharest 1999) - click [here](#) for the picture
- **Terry Brooks** – *Star Wars: The Pentom Menace* ([Amaltea publishing house](#), Bucharest 2002) - click [here](#) for the picture.

HOBBIES:

Chess, bridge

Travel

REFERENCES:

Ms. Carmen SEBE, Marketing Manager

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