

PERSONAL INFORMATION

Irina Badea



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WORK EXPERIENCE

16 Jan 2019–21 Jan 2020

purchasing analyst - supplier consultant

Segula Technologies Romania
Str Aviatorilor, nr 1, 135500 Titu (Romania)

- providing the interface between the following departments: design, manufacturing and supplier
- preparing the plan for the tasks needed for the coordination of the projects
- assurance that the pieces that must be delivered arrive in time
- creation, checking and validation of Price Offer Requests for the category of pieces defined.
- creation of purchase orders corresponding to the Price Offer Requests
- organizing video meetings with the suppliers, providing the balance sheet
- checking the registration of the pieces according to the rules
- managing the activities concerning the collection of the kits and their delivery on time to their clients
- establishing good relationships with new and old clients

Business or sector Automotive industry

EDUCATION AND TRAINING

2018–Present

University of Pitesti, Faculty of Theology, Letters, History and Arts, Master in Specialized Languages and Computer Aided Translation, Pitesti (Romania)

2015–2018

University of Pitesti, Faculty of Theology, Letters, History and Arts, Modern Applied Languages Profile, Pitesti (Romania)

I participated and received:

- 1st prize at Student Translation Contest for literary and specialized translations section, UPIT, March 2018
- 3rd prize at Literary and specialized translation competition, UPIT, March 2018
- Special Prize at Student Translation Contest, UPIT, May 2017

My bachelor thesis is a study of Anglicisms in Romanian Maritime, June 2018

2011–2015

Ion Mihalache Theoretical Highschool, mathematics - computer science profile, Topoloveni (Romania)

PERSONAL SKILLS

Mother tongue(s)

Romanian

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
French	B2	B2	B1	B1	B2
German	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- good communication skills gained through my experience in purchasing analyst in supplier consultant
- SAP user, well prepared in creating purchase orders
- very open to teamwork
- very organized

Digital skills	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem-solving
	Independent user	Basic user	Basic user	Basic user	Basic user

Digital skills - Self-assessment grid

Driving licence AM, B1, B

ADDITIONAL INFORMATION

Internship

2016- Internship at the Court of Appeal, Pitesti within the Specialization of Modern Applied Languages

2017- Internship at AMP PROFESSIONAL TRAD, Pitesti within the Modern Languages Specialization

- in these internships I helped translate legal documents

2018- Internship at 10+, an online course center that helps children and adult people learn a new language

Courses

- I graduated module 1 in the pedagogy courses, 2015-2018
- I am currently attending the pedagogy courses for module 2