


PERSONAL INFORMATION

Elena Graur

 Buteni village, Hincesti district, MD-3417 (Moldova)

 +37369405743

 grelena12@gmail.com

POSITION

Translator/interpreter-assistant

WORK EXPERIENCE

01/02/2011–Present

**translator-assistant**

ULIM (Free International University of Moldova), Chisinau (Moldova)

01/08/2009–01/10/2010

**specialist in re-parcelling**

Re-parcelling project in 40 localities, Chisinau (Moldova)

EDUCATION AND TRAINING

01/09/2008–31/05/2010

**Master Degree in Humanities**

ULIM/Free International University of Moldova, Chisinau (Moldova)

01/09/2004–31/05/2008

**Licentiate in Humanities**

ULIM/Free International University of Moldova, Chisinau (Moldova)

01/09/1992–31/05/2003

**Secondary Education**

Secondary education school of Buteni village, Buteni/Hincesti (Moldova)

PERSONAL SKILLS

Mother tongue(s)

Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	C1	C2
French	C2	C2	C2	C2	C2
Russian	B2	B2	B2	B2	B1

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

- well developed communication skills due to the experience of translator/interpreter and educator of French language
- Easy interaction with persons of all ages and genders

Job-related skills

- quick in typing texts of French, English and Romanian languages
- linguistic and comprehension skills in different fields

- competences in elaborating tests of assessing the linguistic level

## Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Independent user	Independent user

Digital competences - Self-assessment grid

Driving licence B