**Ermioni Galatianou**

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**PROFILE**

A conscientious and professional individual with experience in translation, proofreading, localization and project management. Effective oral and written communication expertise, a practised decision-maker with a useful capacity to perceive problem, assess implications as well as providing solutions. Excellent interpersonal skills with the ability to develop teamwork and bring a logical and lateral perspective to any project.

**EDUCATION**

2010 – 2011 **University of Portsmouth**

Portsmouth*MA in Translation Studies*

UK Emphasis: Professional Aspects of Translation, Research Management, Subtitling Theory and practice

2004 – 2009 **Aristotle University of Thessaloniki**

Thessaloniki *BA (Hons) in English Language & Literature*

Greece Emphasis: Translation Methodology, Psycholinguistics, Methodology of Teaching Modern Languages, Strategies of Language Learning and Communication

**PROFESSIONAL EXPERIENCE**

2011 - Present **PRIVATE**

London, UK  *Freelance Translator*

Translating scientific, technical, commercial, legal, educational written materials into English, French and Greek ensuring that the target text conveys the meaning of the original as clearly as possible

* Reading through original material and rewriting it in the target language
* Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used
* Researching legal, technical and scientific phraseology to find the correct translation
* Liaising with clients to discuss any unclear points
* Proofreading and editing final translated versions
* Retaining and developing knowledge on specialist areas of translation

2012 - 2012 **TODAY TRANSLATIONS**

London, UK *Project Manager Assistant*

Internship

Supported the project management team in a wide range of translation projects and in other ad-hoc tasks as required, or in accordance with business needs

* Translated and proofread financial, scientific, business documents from English into Greek
* Liaised with linguists all over the world and agencies, ensured that all key study aspects are clarified and agreed-upon
* Responsible for sourcing and developed relations with new high quality translators
* Ensured deliverables (translated document) are met high-quality level requirements
* Managed any queries and updates during the translation phase

2009 - 2010 **Alexander Language Schools**

Thessaloniki *English – French Teacher*

Greece

Provided lessons at all levels to Greek students including students with learning disabilities in order to enable them to complete their studies successfully

* Organised the classroom and learned resources and created displays to encourage a positive learning environment
* Designed, prepared and developed teaching materials
* Assessed students' homework, set and marked examinations
* Supported students through advisory role
* Motivated pupils with enthusiastic, imaginative lessons
* Provided feedback to parents on a pupil's progress at parents' evenings
* Organised and took part in school events, day outs and activities
* Worked with parents to maximise their involvement in the school and the development of resources for the school

2007 - 2009 **Private**

Thessaloniki *English – French – Greek Teacher*

Greece

Provided invaluable tuition to students at all levels. Offered an educational atmosphere where students had the opportunity to fulfil their potential for intellectual, emotional, spiritual and psychological growth

* Implemented instructional activities that contributed to a climate where students are actively engaged in meaningful learning experiences
* Assisted in assessing changing curricular needs and offered plans for improvement
* Provided a positive environment in which students are encouraged to be actively

engaged in the learning process

**SEMINARS**

2012 **University of Portsmouth, Faculty of Humanities and Social Sciences**

Portsmouth, UK*“Enhancing your project management and quality assurance skills”*

2012 **University of Portsmouth, Faculty of Humanities and Social Sciences**

Portsmouth, UK*“Those who can teach: Translation, Interpreting and Training”*

**MEMBERSHIPS**

2012 Proz.com, Translators Café.com

**BUSINESS COMPUTING SKILLS**

MSOffice (Word, Excel, Powerpoint), MS Internet Explorer, Outlook, CAT Tools (TRADOS, Déjà vu)

**LANGUAGES**

**GREEK**  Native

**ENGLISH**  Fluent

**FRENCH** Fluent (DALF C2 - Certificate of French Language Proficiency)

**INTERESTS**

Reading, Music, Swimming, Cycling, Multicultural Relations, World cinema