**Anna Voskou**

16, St Augustine’s Court

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London

E11 3BQ

United Kingdom

**07518416131 annavoskou1@hotmail.co.uk**

Enthusiastic and self-motivated masters student graduate that performs well under pressure with strong teamwork skills. Always works to deadlines and prides on punctuality, with adept multi-tasking skills and strives to achieve with confidence and resilience. Keen to learn and possesses excellent communication skills. Very adaptable and strives for success.

**Primary Education**

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| **University of Surrey**  MA in Translation  Obtained: Merit  English to Greek Economic/Business Translation  Translating Cultures  English to Greek Scientific/Technical Translation  Research Methods in Translation Studies  Issues in Literary Translation  **University of Surrey** | **2013 - 2014**  **2009 - 2013** |
| BA (Hons) French and Translation |  |
| 1st Year – 2:1 |  |

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| French to English Translation | Text Analysis for Translation |
| Russian Language Stage One | French Cultures and Societies |
| Introduction to Languages Studies | Intralingual Audiovisual Translation |
| Written French in Academic and Professional Contexts |  |  |

2nd Year – 2:1

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| French Grammar and Functions |  | Translation Skills for French |  |
| Politics in Contemporary France  Italian Stage One |  | Research Essays in French  Interlingual Audiovisual Translation |  |
| Russian Grammar and Functions |  | Translation Quality Assurance |  |
| Oral Russian for Intercultural Communication |  |  |  |
| 3rd Year – 2:2  English to French Translation |  |  |  |
| French to English Translation French Sociolinguistics |  |  |  |
| Interpreting French-English-French |  |  |  |
| The Arts in France  **ISIT Paris**  Erasmus Exchange Programme September 2011 – December 2011  French for Translation  General Translation Studies  Technical Translation  General Translation  Audiovisual Communication and Cultures |  |  |  |

**Secondary Education**

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| **Apostles Peter and Paul Lyceum Lemesos** |  | **2006 -2009** |
| Apolytirion (Graduation Certificate) | Modern Greek – **18**  Mathematics – **20**  French – **19**  History – **19**  Graphic Arts – **20**  Typing (Office Studies) – **20**  Civics - **20**  Italian - **20** |  |
|  | Religious Studies – **20** |  |
|  | Physical Education – **19**  Theatre – **19** |  |
| **DELF B2 – 62,00**  **TOEFL - 597**  **A Levels** | French – **A**  Ancient History (Greece) – **B**  Spanish – **C** |  |
| **GCSES** | French – **A**  Modern Greek – **A** |  |

**Employment History**

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| ***Max Shoes – Limassol, Cyprus*** | ***July 2011*** |
| Sales Assistant |  |

* Responsible for opening and closing of tills.
* Assisted customers in a kind and patient manner, practicing and utilizing sales techniques to gain high customer satisfaction and maximize sales.
* Arranged and coordinated stock.

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| ***Cypriot Embassy in Paris*** | ***January 2012 – June 2012*** |
| Internship |  |

* Responsible for reading all major newspapers on a daily basis to find articles relevant to Cyprus, in order to then relay these articles to higher ups to be then sent to Cyprus.
* Translation from French to English and from Greek to English **to a high standard.**
* Attended official briefings held by the European Union alongside the official Embassy diplomats.
* Assisted in the organization of festivals promoting the Cypriot culture to the French public.
* Attended symposiums related to European Union matters such as weapon trafficking.

***Private French Tutor July 2012 -August 2012***

* Responsible for tutoring Year 11 students over the summer.
* Organized and structured daily classes in order to create an effective, efficient learning program.
* Handed tests in order to monitor success and provide guidance.
* Providing assistance and support throughout the course of their studies.

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| ***Freelance Translator*** | ***September 2013 - Present*** |
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* Translation of various topics from English to Greek and from Greek to English
* Translation of official documents issued by the Limassol Municipality.
* Translation of legal copies as well as essays on different topics about art.

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| ***Mother Tongue Writers – London, UK*** | ***October 2014 – January 2017*** |
| Transcreation Account Manager |  |
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* Handling translation, transcreation, copywriting, video transcription, voice-over, desktop publishing and language QA projects.
* Handling creation of written and video case studies for various companies and clients, ensuring that they were compiled on time to the highest quality.
* Managing projects of various style and length from beginning to completion.
* Ensuring that Mother Tongue’s high quality standards are maintained.
* Liaising with writers and clients throughout the project and delivering instruction and comments clearly and coherently.
* Checking copies in Greek / Translating copies in Greek under strict time constraints
* Attending voiceover recordings and client meetings.
* Recruiting new Greek writers and translators.

**Additional Skills and Interests**

* Passion for learning languages
* Enjoys swimming, singing and performing
* Makes costumes and clothing
* Video game player and comic book reader
* Loves movie and game soundtracks

**References**

Charalambos Peteinos

Press Councilor

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75116 Paris

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Email: [ambrechypre@wanadoo.fr](mailto:ambrechypre@wanadoo.fr)

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