

# CURRICULUM VITAE



## PERSONAL DETAILS

First & Last Name: Irini Voliotou  
Date of Birth: 13 March 1974  
Place of Birth: Thessaloniki, Greece  
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## EDUCATION

1992-1996 Department of French Language and Philosophy, School of Philosophy, Aristotle University of Thessaloniki, Greece  
*Degree (Ptychion) in French Language & Literature*

1995-1996 Department of French - Italian Language and Literature, Università di Padova, Italy  
*ERASMUS, Student Exchange Programme*

1998-1999 Institut de Linguistique, Université de Mons – Hainaut, Belgium  
Postgraduate studies in translation  
Combination of languages: English – French – Greek  
*Diplôme d'Etudes Spécialisées en Sciences des Langues, Orientation: Traduction (with distinction)*

## FOREIGN LANGUAGE CERTIFICATES

Diplôme d'Etudes Françaises (1<sup>er</sup> degré), Université de Paris – Sorbonne  
Certificate of Proficiency in English as a Foreign Language, University of Cambridge  
Diploma di Lingua Italiana CELI 4, Università per Stranieri di Perugia

## LANGUAGES

Native Language: Greek  
Source Languages: English, French, Italian

## PROFESSIONAL EXPERIENCE

1999 - 2002 **Teacher of French language**, private lessons and group classes  
**Freelance translator** cooperating with translation agencies for English, French and Italian  
**Freelance translator** cooperating with the publishing house "Archetypon", translation of book "The Intelligent Enneagram" by A.G.E Blake

October 2002 – July 2004	<b>Professional Translator</b> , private business for translation services together with Yannis Pistofidis by the name of <i>INLETTERAS, Translation &amp; Communication Services</i>
July 2004 – end of July 2005	<b>Project Manager</b> , Translation company <i>OETTLI &amp; PARTNERS S.A.</i> , Department of Greek Medical-Technical Translation
	Full-time employment including the following duties: project coordination, contact with clients and guidance of external freelance translators/ inhouse teams, management of translation memories and glossaries, editing/ proofreading of translated texts, translation.
August 2005 – February 2006	<b>Professional Translator</b> , private business grouping for translation services by the name of <i>INLETTERAS, Translation &amp; Communication Services</i>
February 2006 – Today	<b>Professional Translator and Manager</b> at <i>INLETTERAS Translation &amp; Communication Services Co.</i>

## SERVICES

Translation, revision, text editing and proofreading, DTP applications, legally certified documents

## SPECIALIST SUBJECTS

Medical, pharmaceuticals, technical documentation (general), sciences, IT, software-hardware, law, advertising, tourism

Projects (among other)

- Medical equipment and products: MRI, CT, X-ray, Ultrasound Systems
- In Vitro Diagnostics: Chemistry Systems, Immunodiagnostic Systems, Reagents, Flow Cytometry Systems, PCR, etc.
- Stents, Catheters, Prostheses
- Viral fevers – Pathological conditions
- Technical specifications for safety installations (HACCP for food industry, waste treatment, etc.)
- Boilers – Burners (installation, equipment, user's manuals)
- Home Entertainment Systems, Domestic Appliances (equipment – user's manuals)
- Knitting machines – textiles

Demanding large-volume projects for well known brands and companies such as: *Siemens, Daco Cytomation, Ortho-Clinical Diagnostics, Beckman Coulter, Roche, Furlong, Europages, BlueSky*

## ASSOCIATIONS – PROFESSIONAL MEMBERSHIPS

Panhellenic Association of Translators (member of F.I.T.), accredited for EN-FR-IT  
Professional Chamber of Thessaloniki

## SKILLS AND INTERESTS

Reading (literature – poetry), music, travelling, scuba diving, PC adventure games