

Nationality: Greek (Hellenic)
Date of Birth: 6 March 1978
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I. EDUCATION AND QUALIFICATIONS

2000 – 2001: **University of Surrey**, Guildford, Surrey, United Kingdom
Master Of Arts in Translation

1996 – 2000: **Aristotle University of Thessaloniki**, Greece, Department of Philosophy,
BA in English Theoretical and Applied Linguistics,
Study of English and American Culture and Literature

II. LANGUAGES:

- **Greek:** ***Native speaker***
- **English:** ***Fluent*** - Certificate of Proficiency in English (Cambridge University)
- **French :** ***Good*** - Certificat de la Langue Française (Ambassade De France)

III. PREVIOUS EMPLOYMENT

FEB, 2006- SEP, 2007: **EUROPEAN CAPTIONING INSTITUTE, ATHENS, GREECE, (DVD SUBTITLING)**
Project Manager *(see below for more info)*

FEB, 2004- JAN, 2006: **EWORX S.A, ATHENS, GREECE (E-BUSINESS SOLUTIONS)**
Project Manager

PRINCIPLE RESPONSIBILITIES *(include but not limited to the following):*

- *Web Translation/Localization*
- *Management of Greek and tentatively European projects including meeting with clients, report writing, progress tracking, interfacing with the development team etc.*
- *Participation in the preparation of Greek and European tenders and quotations.*
- *Tentative participation in the preparation and implementation of Marketing activities and presentations to clients.*

JUNE 2000 – JAN, 2004: **EUROPEAN CAPTIONING INSTITUTE, LONDON, UK (DVD SUBTITLING)**

- **2002 – 2004:** **Project Manager**
- **2001 - 2002:** **Translation Assistant**
- **2000 – 2001:** **Trainee Subtitler / Translator**

PRINCIPLE RESPONSIBILITIES *(include but not limited to the following):*

Translation/Subtitling:

- *Translation/proofreading/QC of a large number of DVD features, extras, documentaries, commentaries, TV-series for major Hollywood studios and for smaller companies*
- *Production of **Translation Templates** in English (**SDH, L21, Teletext**)*
- *Excellent knowledge of subtitling software and techniques*
- *Subtitling of English karaoke songs*

Project management:

- Monitoring quality of subtitled output
- Ensuring timely completion and delivery of the projects
- Supervising an assigned team of in-house and out-sourced translators and subtitlers
- Allocating work to out-sourced translators/subtitlers
- Production and quality check of subtitled material
- Contributing to the improvement/development of in-house working procedures
- Liaising with facility houses / clients (Paramount, Universal, MGM, Buena Vista, Dreamworks, Technicolor, BBC etc.)
- Review and critique performance of translators/subtitlers
- Freelance translators' coordination
- Import / export of subtitle documents
- Assisting freelance labour in-house as well as out-sourced staff
- Assisting in the training of new subtitlers
- Excellent practical and administrative skills

Training of placements, translation assistants and project managers:

- Evaluating CVs and writing offer letters
- Managing absence (holiday, sick, etc),
- Managing employees' timekeeping
- Offering Swift, subtitle and translation training
- Monitoring new employees' schedules and allocating work
- Identifying and developing new employees' strengths
- Ensure all work performed by new employees is up to the company standards and clients' specs
- Writing progress and assessment reports

1996 – PRESENT:

TEACHER OF ENGLISH & FREELANCE TRANSLATOR

- English language teaching both as a personal tutor and at Private Schools.
- Translation technical, economical and EU texts.
- DVD subtitling (BBC, Paramount,
- TV subtitling (History Channel, Discovery Channel, Cartoon Network and many more)

V. KEY SKILLS:

- **SPECIALIST AREAS:** Subtitling / Translation
Localization
Project management
- **GENERAL:** Experience with public - communicative skills
Knowledge of subtitling processes and systems
Critical eye for detail
Organizing and Supervising abilities
Ability to prioritize
Adaptability to the work environment and its requirements
Excellent computer and keyboard skills
Quick on the uptake and hard-working
- **COMPUTING:** Subtitling Software: Win 2020, Swift, DVD Swift, SubEasy
Translation Software: Multiterm, System Quirk, Trados
Excellent knowledge of Microsoft Windows 97/98/2000/Me/XP and
Microsoft Office XP, Web Browsers,

V. CAREER OBJECTIVE:

To establish and maximize my knowledge, experience and potential in any field of work undertaken by me.

VI. REFEREES: (Available upon request)