

# DIMITRIOS KOTSILINIS

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Working Languages: Greek (native), English & French

## PROFESSIONAL PROFILE

A resourceful, hard-working and dedicated individual able to organise small or large projects and provide a more than adequate result where time is of the essence. An aptitude to grasp new ideas and concepts, always keen to develop new skills and expertise. Works well both independently and as part of a productive team. Articulate and proactive, combines a professional and confident approach with excellent interpersonal skills and can communicate concisely at all levels.

## EDUCATION

**MA in Translation, University of Surrey, UK – 2:1**

2009 to 2010

I further specialised in Scientific/Technical and Economic/Business translation. I received a more detailed knowledge on the theoretical background of the science of translation. Furthermore, I learned to use the TRADOS programme and became familiar with the domain of Technical Writing. Finally, during my MA degree, I worked as a Project Manager for a project, organising Turkish and Korean speaking translators, proofreaders and terminologists, solving any problems that occurred and delivering the final product at the proposed timeframe.

**BA in the Science of Translation in English and French, Ionian University, Department of Foreign Languages, Translation and Interpreting, Greece – 2:1**

2002 to 2008

During my BA degree I learned about the structure of language by studying linguistic theories, comparative linguistics and text analysis and I had the opportunity to be familiarised with these in the context of translation. This was in parallel with translation modules both of general and specific content (i.e. technical, legal, business/economic, law and literary content) and I was able to understand how to work professionally as a translator. I also had the opportunity to receive a broader knowledge on various fields such as geopolitics, science, law and economy, and study the culture of my working languages.

## TRANSLATION PROJECTS

- Translation and localisation of the *Zippo Collector's Guide*, published on the Greek Zippo website (EN-EL)
- Partial translation of the biographic book *Smashing Pumpkins: Tales of a Scorched Earth* as part of my BA dissertation project (EN-EL)
- Assistance in the localisation project of GE Medical Devices Manuals for Healthcare Solutions, Greece (EN-EL)
- Assistance in the translation of a breast cancer medical text (EL-EN)
- Assistance in the translation of a script for AGITPROP, Bulgaria (EN-EL)

## PRACTICAL SKILLS

- Comprehensive IT knowledge – proficient in Microsoft Word, PowerPoint, Excel, TRADOS suite, Adobe's Illustrator and Photoshop and QuarkXpress
- Effective oral and written communication and interpersonal skills
- Confident when dealing with enquires, whether face-to-face, by telephone, letter or e-mail and ability to clearly articulate business issues
- Ability to work under pressure by organising, prioritising and carrying out multiple tasks always keeping an eye for detail
- Team player – outgoing with a good sense of humour always willing to provide help for the success of the team

## WORKING EXPERIENCE

### **Freelance Translator, Inscisol, Greece**

2009 to date

I translate Medical texts ensuring that all the information provided in the source text is clearly transferred to the target language, using accurate terminology and maintaining the appropriate register. Additionally, I assist as a proof reader.

### **Volunteering DTP support, Alliance Française, Cyprus**

2010 to date

I help editing and converting various official documents such as invitations, newsletters, schedules etc (converting Word, PDF, JPG). Correction and proofreading of similar documents concerning the layout, possible typos, expression, syntax, grammar

### **Corporal, Greek Armed Forces, Greece**

2008 to 2009

I served my obligatory duties in the Greek Armed Forces' Artillery and received the specialty of "Section Chief of Field Artillery" along with the rank of Corporal. During my service I had to instruct a team of soldiers, being the chief of my team. Furthermore, I was appointed to various Military Offices of the units I served to, where I helped with:

- The incoming and outgoing post by registering the letters.
- Filing of all the necessary documents and updating all the necessary books
- Creating timetables with the daily duties of the soldiers and the superiors
- Updating databases with soldiers' profiles

### **Seller, Metropolis CD Store, Kifissia, Athens, Greece**

2007 to 2008

- Specialized in the classical music department and helped in jazz, world, country and easy listening departments
- Provided help to customers on all levels, i.e. either to quickly find specific CDs they were looking for and generally guide them in choosing music according to their tastes
- Interacted both with customers and colleagues in the most cooperative way, trying to understand their demands
- Organized my department in order to help customers find easily what they were looking for
- Helped in training new staff members by demonstrating how each of our daily duties should be carried out
- Communicated with customers providing help over the telephone

**References:** Available on request