

MARIA XANTHOPOULOU

CONFERENCE INTERPRETER - OFFICIAL TRANSLATOR

WORK EXPERIENCE

Conference Interpreter - Official (Certified) Translator

Translation Embassy | Sep 2015 - present

Main fields of expertise

Legal and EU affairs: legislation and administrative acts, GDPR content, notarial acts, court documents, corporate contracts, statutes etc.

Business and marketing: websites, apps, product descriptions, business plans, promotional material, market surveys, press releases etc.

Finances: accounting and tax reports, bank documents, tender offers, content related to e-money, cryptocurrency and other fintech products

Medical translation: patient examinations, forensic reports, clinical trials, pharmaceutical manuals, IFUs for medical & dental equipment etc.

Technical translations: patents, user manuals for industrial equipment and electro-domestic devices, PPE and work safety guidelines, automotive material, environmental & technical reports etc.

Travel & Tourism: city guides, online booking systems, museum & archaeological material, restaurant menus and hotel services

French and Turkish community interpreter

IOM-UN Migration | Nov 2019 - Sep 2020

Interpreting services in the framework of the HELIOS project during info sessions and enrolments, accommodation and utilities workshops, job counselling sessions, psychologist sessions, integration monitoring sessions, focus group discussions, accompaniments to medical appointments, community meetings, sessions of personalized support with various issues

International Customer Engagement Representative

SurveyMonkey Europe | Aug 2013 - Aug 2015

(Location: Lisbon and Dublin)

- **Localisation:** This involves accomplishing Language Quality Assessments for the Turkish version of corporate websites, manuals and user interfaces of the platform, running reviews and improving localised content mainly in Turkish, as well as responding to external translators' queries / clarifications.

- **Providing support to English, Turkish and German** speaking customers in the company's Customer Operations Centre. This involves troubleshooting billing and technical issues, consulting, coordinating, helping with the organisation and conducting of surveys and explaining our product and services.

- **Training:** This involves mentoring new hires in order to help pass the knowledge to young members of the team and support them in their duties.

Project Manager - Translator

Urban Translation Services | Apr 2012 - May 2013

Istanbul (Turkey)

- Project management: This field involved coordination of projects, managing the translation team, running quality checks on translations and providing feedback both to translators and clients.

- Translation and review: translation of product user manuals for the household appliances manufacturer Arçelik and review of press releases for the Investment Support and Promotion Agency of Turkey.

CAREER SUMMARY

I am an official translator and conference interpreter with international experience in several multicultural environments. A solid academic background in translation and law, as well as valuable professional experience throughout Europe are the characteristics which resulted in my advanced intercultural communication skills. With a deep linguistic and cultural knowledge I intermediate between cultures and make sure customers' choices are successfully transmitted to the targeted audience.

PROFESSIONAL ROLES

- Conference interpreter
- Legal interpreter
- Community interpreter
- Liaison interpreter
- Official (certified) translator
- Specialised translator

HOW TO CONTACT ME

Athens:

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LANGUAGES

- Greek (native language)
- English (C2 level)
- French (C2 level)
- German (C2 level)
- Turkish (C2 level)
- Spanish (B2 level)
- Portuguese (A2 level)

PROFESSIONAL UNIONS

- Panhellenic Association of Translators
- Panhellenic Association of Professional Translators Graduates of the Ionian University
- Pancyprian Union of Graduate Translators & Interpreters

DIGITAL SKILLS

CAT-Tools: Memsource, SDL Studio, MemoQ

RSI platforms: Kudo, Interprefy, Interactio, Globenti, Zoom

Other: InterpretBank, ABBY Fine Reader

VOLUNTEERING

Community interpreter | Special Olympics World Summer Games ATHENS 2011

Organizational duties | BALKAN SQUARE - Municipality of Neapoli, Thessaloniki - September 2009

Translator | Intellectum Magazine (local magazine of Thessaloniki) - July 2007

SOCIAL MEDIA

 www.facebook.com/translationembassy/

 www.instagram.com/translation_embassy/

 in.linkedin.com/company/translation-embassy

EDUCATION

National and Kapodistrian University of Athens

School of Law | Sep 2017 - present

- **International Law:** International Protection of Human Rights, Law of Aliens, Public International Law, European Law, Private International Law etc.
- **Private Law:** General Principles of Civil Law, Family Law, Intellectual Property etc.
- **Public Law:** Constitutional Law, General Administrative Law, Civil and Social Rights, Parliamentary Law, Tax Law etc.
- **Criminal Law:** General Principles of Criminal Law, International Criminal Law etc.
- **History/Theory of Law:** History of Law, Introduction to the Discipline of Law, Ecclesiastical Law, Ancient Greek Laws etc.

Aristotle University of Thessaloniki

MA in Conference Interpreting | Sep 2009 - Jun 2011

- **Consecutive and simultaneous interpreting**
- Additional courses: Modern European History, Psycholinguistics, EU policies, EU history, voice coaching and language enhancement in all working languages

Ionian University of Corfu

BA in Translation | Sep 2003 - Dec 2008

- **Technical, political, financial, legal and medical translation**
- Additional courses: linguistics, text analysis, foreign language enhancement, introduction to domestic and European law, economics, political science, foreign and Greek literature e.t.c.

SEMINARS

- **Dimetra Academy**, Jun 2019: Machine Translation Systems

- **SETA (Foundation for Political, Economic and Social Research - Istanbul, Turkey)**, Mar 2015 - Mar 2016:

Seminars about various current issues pertaining to Turkish internal/foreign policy and financial situation. A full list of the topics is available in my [LinkedIn profile](#).

- **Coursera.org:**

Constitutional struggles in the Muslim world (University of Copenhagen) - 2014,

Digital marketing channels: The Landscape (University of Illinois at Urbana-Champaign) - 2015

- **TÖMER Institute (University of Ankara)**, Jul 2011 - Dec 2011:

Turkish language and literature - Higher Diploma in Turkish

- **Bosphorus University of Istanbul**, Feb 2011 - Jun 2011:

Turkish language and literature, English for international relations

- **Johannes Gutenberg University of Mainz (Germany)**, Sep 2010:

Intensive Course in Conference Interpreting, mock conferences

- **Palacký University of Olomouc (Czech Republic)**, Jul 2009 - Aug 2009:

Summer School of Slavonic Languages, A1 Diploma in Czech

- **Leibniz University of Hanover (Germany)**, Sep 2007 - Sep 2008:

German language, literature, history and culture, translation workshops

- **Marc Bloch University of Strasbourg, Institute for Translation,**

Interpreting and International Relations (ITI-RI), Sep 2006 - Feb 2007:

Translation and subtitling workshops, French language, literature and culture, German classes