

# Vasso Pouli

Translator/Editor  
Interpreter

## Contact Information

Athens, Greece  
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## Work Experience

### **COMMIT Translation & Localization Services**

<http://www.commit-global.com>

#### **Operations Manager**

09.2014 -present

Assigning localization projects, monitoring project viability, setting targets, communicating with client, negotiating prices, monitoring budget, organizing training.

#### **Social Sciences Localization – USA Accounts Project Coordinator**

09.2013 – 09.2014

Account management for USA and European clients (direct communication with customer, determination of project parameters, delegation), implementation of customer satisfaction procedures (complaint management), resources evaluation and management.

#### **Social Sciences Localization - Project Manager**

10.2008 – 08.2013

Account and project management (direct communication with customer, determination of basic parameters, delegation, file management, monitoring project progress and granting clearance for delivery), ERP system update, implementation of customer satisfaction procedures (complaint management), resources evaluation and management.

#### **Translator/Editor/Proofreader**

09.2006 – 09.2008

Translation/editing and implementation of any required accompanying, implementation of final checks on the files, archiving of files in the corporate file server.

#### **Freelance Translator/Editor & Interpreter**

<http://www.proz.com/profile/1261777>

2006-present

Translation/editing of various materials (see below for specific fields, volumes, products)

## Education

### **One-year interpreting course EN<->EL (Distinction)**

2013-2014

Glossologia Institute, Athens, Greece

<http://www.glossologia.gr/>

### **MA in Specialized Translation (Merit)**

2010-2011

Akmi Metropolitan College, Athens, Greece

(in collaboration with the University of Roehampton, London)

<http://www.amc.edu.gr/en/akmi-metropolitan-college.html>

### **One-year translator training program**

2005-2006

meta/φραση, Athens, Greece

<http://www.metafrasi.edu.gr>

### **BA in English Literature & Linguistics**

2000-2004

National & Kapodistrian University of Athens, School of Philosophy

Faculty of English Studies

## Working languages

Greek (mother tongue)

English (proficient user)

Italian (advanced user)

## Tools

Adobe Acrobat, Catalyst, Passolo, Translation Workspace (former Logoport), SDL Trados Studio 2015, Multiterm, Smartling, Microsoft Office Pro (Excel, Word, PowerPoint), InDesign, Illustrator

## References

Available upon request.

## Detailed Experience

| Fields  | Type of material   | Volume | Lang. pair     | Accounts   |
|---|--|--------|----------------|--|
| Consumer Products (domestic appliances, entertainment devices, imaging technology, cameras, mobile phones etc.) | User manuals, installation manuals, marketing collateral, website  | >400K  | EN-EL          | Kodak, Philips, Nikon, Sharp, Sony, LG   |
| Computer HW/SW & peripherals / Printing   | OS & applications (Windows, MAC, Android, iOS), user manuals, quick start guides, marketing collateral, website, datasheets, product specs, e-learning, press releases, business portals | >160K  | EN-EL<br>EL-EN | Cisco, Dell, HP, Epson, IBM, Intel, Kaspersky, Lenovo, Lexmark, Microsoft, Sharp, SingularLogic            |
| Corporate   | Consumer research/surveys, employee surveys, e-learning, company policies, internal communication material, corporate communication, codes of conduct                                    | >100K  | EN-EL          | British American Tobacco, Hollister, Kenexa Human Capital Solutions, Nielsen, P&G                          |
| Medical   | User manuals, GUI, installation guides, EMA, e-learning, IFUs  | >100K  | EN-EL          | Astra Zeneca, Baxter, Carl Zeiss, Medtronic, NovoNordisk, Pfizer, GE Healthcare, Johnson Controls, Fenwall |
| Automotive  | In-car info entertainment systems, navigation systems,   | >50K   | EN-EL          | Clarion, Garmin, Naviextras  |
|   | Owner manuals, service manuals, technical service bulletins, warranties, field service action material, electronic systems, diagnostics system   | >80K   | EN-EL          | Ford, Renault, Daimler   |
|   | Brochures, marketing collateral  | >10K   | EN-EL<br>IT-EL | Alfa Romeo, Lancia   |
| Finance / Insurance / Law   | Annual, semi-annual & quarterly reports, KIIDS, insurance schemes, contracts, leases   | >60K   | EN-EL          | PNB Paribas, Henderson Horizon Fund, Deloitte, JP Morgan, Clyde & Co, AIG, Allianz                         |
| Food Industry   | MARKETING collateral, website, press releases  | >40K   | EN-EL<br>EL-EN | Coca-Cola, General Mills, Famous Grouse  |
| Travel & Tourism  | Websites, brochures  | >20K   | EN-EL<br>EL-EN | eDreams, Hilton Doubletree, Lakitira Group   |
| Manufacturing   | User manuals, installation instructions, brochures   | >25K   | EN-EL          | Frigoglass, Husqvarna, Konecranes  |