

Polina Diasakou

Athens, Greece

+30 6946 360 860 - email: pdiasakou@gmail.com<https://www.linkedin.com/in/pdiasakou/>

Date of birth 15/09/1987 | Nationality Greek

Language pairs: English/German to Greek, Greek to English

WORK EXPERIENCE

May 2010 to date

Freelance translator/proofreader working with LSPs, EU bodies & direct/individual clients

Specializations:

- Software (UI content, web/mobile apps, e-commerce)
- Technology (IFUs for household, medical and office devices)
- Automotive (IFUs for cars, trucks, UI content etc.)
- Law (agreements, notarial deeds, judicial documents, certificates, legal content etc.)
- EU content: education (main themes: use of ICT in teaching, digital citizenship, STEM education, school networking, professional development, policy experimentations), policies, articles

April 2018 – May 2021

Project Manager & Linguist, Technografia

- Management of translation & localization projects
- Preparation and maintenance of documentation, workflows, teams for each account
- QC/QA at various stages of process to ensure quality, accuracy, adherence to instructions

September 2017 – April 2018

Project Manager, Intertranslations

- Management of translation projects under EU contracts (EC, CDT, EP)
- QC/QA at various stages of process to ensure quality, accuracy, adherence to instructions

March 2014 – September 2017

Project Manager, EL-Translations

- Management of translation & localization projects
- Vendor Management
- Sales/Quoting
- Preparation and maintenance of project documentation
- Compliance with relevant and applicable procedures (ISO specifications etc.)
- QC/QA at various stages of process to ensure quality, accuracy, adherence to instructions

CAT Tools and Translation Techniques' Tutor, EL-Translations

- Preparation and presentation of CAT tools and translation techniques' webinars as part of a regular training course and based on specific occasional needs (vendors' training)

September 2011 – March 2014

In-house Linguist & Translation Coordinator, Nikas & Associates Law Firm

- Coordination of translation projects
- Translation and proofreading (mainly legal texts)
- Linguistic help during meetings with foreign partners/customers
- Review of business correspondence with foreign partners/customers

May 2010-December 2010

In-house translator, AVA -ERMIS Translations Agency

- Translation and proofreading of legal documents, certificates, business reports
- Maintenance of translation memories/termbases

March 2010 – May 2010

Trainee translator, EL-Translations

- Translation of various documents from English and German into Greek
- Review of the feedback received on completed tasks
- Participation in meetings with PMs to talk about issues, strengths and weaknesses
- Participation in training webinars on CAT tools

EDUCATION AND TRAINING

September 2005 to February 2010

BA, Faculty of Foreign Languages, Translation & Interpreting,
Specialty in Translation (Degree: 7.34/10)

Higher Educational
Institute (AEI)

Ionian University, Corfu, Greece

Main subjects

- Basic principles and theories of translation and proofreading
- Economical, legal, technical terminology
- Localization and popularization of technical texts
- Six-month training in Saarland University (Saarland Universität, Saarbrücken, Fakultät 4.6), Germany
- Thesis title: "Translation and Popularization of Technical Texts & Articles - Preparation of a Relevant Handbook " (Degree: 10/10)

PERSONAL SKILLS

Mother tongue	Greek				
Other languages	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
	BA in Foreign Languages and Translation, Ionian University				
German	C2	C2	C1	C1	C1
	BA in Foreign Languages and Translation, Ionian University				
Russian	B2	B2	B2	B2	B2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user

COMMON EUROPEAN FRAMEWORK OF REFERENCE FOR LANGUAGES

Computer skills

- Proficient user of CAT tools (SDL Trados Studio, XTM, MemoQ, Wordfast, Memsource, SDL Multiterm, T-Stream, Across, Transit, SmartCat, Wordbee etc.), as well as other useful programs and apps for translators (ABBYY Finereader, X-Bench, several types of TMS platforms)
- Proficient user of MS Office™

Job-related skills

Promptness, punctuality, attention to detail, organizational skills