

CURRICULUM VITAE

Name KATSAMBAS Alex
Address Mountview, Flat 3
128 Leigham Court Road, London SW16 2RN, UK
Tel +44-7712682794
Email alexandros.katsambas@gmail.com

WORK EXPERIENCE

Currently Freelance Translator and Subtitler at The Cloud Studios

English, French, Chinese into Greek (Native)

Expertise:

- **General Marketing**
- **Transcreation and Copywriting**
- **Corporate Communications**
- **Medical: ICF, General Medical, Labels**
- **Technical: Security systems**

2014/2015 Senior Project Manager, Marketing, TransPerfect Translations

- Coordinating Marketing Managers and supervising the completion of translation projects.
- Training employees and external vendors on marketing projects on correct practices of translating.
- Developing and streamlining new processes, software maintenance and updating.
- Quality checks on several different projects into Greek.
- Attending client calls and meetings.
- Quoting new projects, negotiating with external vendors and clients.
- Monitoring and handling VIP accounts such as Netflix, Baskin-Robbins and Skype.

2013/2014 Project Manager, Branding Marketing Department, TransPerfect Translations

- Responsible for the entire life-cycle of all projects.
- Juggle multiple projects and priorities simultaneously in a fast-paced environment.
- Handling and maintenance of specific accounts, including company VIP accounts.
- Development of Translation Memories, glossaries and style guides.
- Assistance in new employees training.
- Liaise with sales staff to clarify project parameters.

2012/2013 Project Coordinator, Legal/Finance Department, TransPerfect Translations

- Responsible for the entire life-cycle of all projects.
- Juggle multiple projects and priorities simultaneously in a fast-paced environment.
- Liaise with sales staff to clarify project parameters.
- Establish and maintain excellent relationships with contract translators and proofreaders globally.
- Coordinate with quality personnel to ensure that the translation perfectly complies with instructions and is linguistically perfect.
- Communicate any issues/problems/caveats or additional.

2012 Freelance translator (Pro-bono) – *Books Beyond Words* coordinated by Professor Baroness Hollins (London)

06-07/2010

Internship - Department of Chinese Language (DCL)

Central University of Economics and Finance, Beijing, China 中央财经大学, 北京 — 中国
06-07/2010 **Internship** - Department of Chinese Language (DCL)

Central University of Economics and Finance, Beijing, China 中央财经大学, 北京 — 中国

Working Environment

- Fast learner.
- Cooperative, easy to create contacts.
- Able to handle pressure and work in a fast-paced environment.
- Excellent communication skills, team organization and solution-oriented.
- Client-facing.

SOFTWARE

- Excellent knowledge of Microsoft Office.
- Wordfast Pro, Wordfast Classic, SDL Trados 2011, Déjà Vu X, SDL Multiterm, Lxterm (terminology extraction), SDL Multiterm Extraction.
- HTML, XML formats.
- WinCaps (Subtitling – SDH Subtitling), Subtitling SRT format.

EDUCATION

2011/12

MSc Scientific, Technical and Medical Translation (Translation technologies and Localization)

Specialized in **Audiovisual software**

Imperial College London, United Kingdom

07/2011

BA Applied Foreign Languages (Licence Langues Etrangères Appliquées)

French - English - Chinese

Université Paul Valéry, Montpellier III, France

06/2005

« Apolytirion » (equivalent to Baccalaureat)

Circle of Applied Languages and Office Organization

Pagkyprion High School, Nicosia – Cyprus

Translation: English into Greek