

Antonia Pavlidou

Translator

PERSONAL SUMMARY

AREAS OF EXPERTISE

*Translating
documents*

Proofreading

*Translating
Subtitles*

A skilled, reliable & talented translator with an ability to translate written documents from English to Greek. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

InstaForex, Mr Jeff, Lilt, Gengo Translations, Words Online, Traducciones BG, Mars Translations, Verboo, Transladiem, Ligotek, Ad Hoc Translations, Translation Backoffice

TRANSLATOR June 2008 - Present

PERSONAL SKILLS

Detail orientated

Well organised

Working freelance for translation agencies providing a translation service to clients where needed. Involved converting documents and articles from English to Greek and ensuring that the finished converted articles relay the intended message as clearly as possible.

PERSONAL DETAILS

*Antonia Pavlidou
KAPODISTRIOU 6
55132
THESSALONIKI
GREECE*

*M: 00306932202278
E: antonia1p@yahoo.gr*

*DOB: 17/11/1980
Driving license: Yes
Nationality: Greek*

Duties:

- Researching phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer -specific style guides.
- Translation of documents/letters from Greek to English & vice versa.
- Reviewing and proofreading mother-tongue text.
- Supporting the translation team with other projects when necessary.
- Excellent English speaking and writing skills.
- Retrieving articles from newspapers, magazines & the internet & translating them into English.

SFERA-DELUXE, TVT, COLLOT BACA, STUDIO DSE

TRANSLATOR/PROOFREADER September 2015 - Present

Duties:

- Translation and Proofreading of documentaries
- Translating and Proofreading TV shows and series
- Many other projects

KEY SKILLS AND COMPETENCIES

- Able to fluently speak French, Italian, Spanish.
- Able to work to tight deadlines.
- Highly skilled in Word, Excel and Microsoft Outlook.
- Willing to work under pressure.
- Able to prioritise work.

QUALIFICATIONS

- Proficiency Certificate of English of the University of Cambridge
- ECDL Certificate from the Global Cert Organization