

CURRICULUM VITAE

Christina Argyropoulou, Translator-Interpreter

3 Karailia street, Thessaloniki, Greece

M.: +30641555692

e-mail: argyropoulou-ch@hotmail.com

PROZ: <http://www.proz.com/translator/1826437>

TRANSLATORS CAFE : <http://www.translatorscafe.com/cafe/member163806.htm>

Linkedin : <https://gr.linkedin.com/pub/argyropoulou-christina>

Personal Statement

I am a multi-skilled, reliable and talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. I have solid and valuable international experience both at academic and professional level. I am accustomed to working with tight deadlines, delivering always high quality work. I am looking for a role where I can leverage my skills for the benefit of customers and continue to expand my learning, working with people from diverse backgrounds. I work well independently and unsupervised, while I also thrive and enjoy being a member of a team.

Key Skills

- Ability to work to deadlines
- Excellent administrative and organizational skills
- Excellent written and spoken business skills and an ability to compose grammatically correct, concise and accurate written responses
- Meticulous attention to detail
- Good interpersonal skills with the ability to work well under pressure, both independently and in a team
- Ability to maintain high levels of confidentiality and data security standards
- Ability to translate accurately and in a style appropriate for the subject
- Excellent communication skills in English, French, Turkish, Greek and Italian both orally and in writing.
- IT skills –Advanced user (Microsoft Office XP-2007, ECDL)
- Familiar with CAT Tools (SDL Trados 2014, Memsource)
- Terminology databases : IATE
official EU reference materials : EUR-LEX

Education & Qualifications

2004-2009	Aristotle University of Thessaloniki Bachelor's Degree, French Language and Literature French language, translation FR-GR-FR, French literature, French history and culture
2009-2010	Certificate of English Language Proficiency Michigan University, USA Linguistics English Language American Literature Translation
2010-2013	TÖMER Institute, Istanbul, Turkey Turkish Language and Literature Turkish language Higher diploma of Turkish as foreign language (C1)
2011-2013	CIOL, London Master's degree, Diploma in Translation Theory and methodology of translation Linguistics Law, technology, business, science, social science, literature, European Law and political science, general field Foreign language enhancement Terminology databases
2013	Panhellenic Association of Translators (Member of Federation International of Translators) Official Member
2014-2015	National Foreign Language Exam System Italian Language and Literature (B1)
2015/11	Società Dante Alighieri, Rome Italian Language Plida C1-pending
March 2015	Listed in the Blue Book of European Commission Translation Traineeship for the session starting on 1st March 2015
March 2016	Listed in the Blue Book of European Commission Translation Traineeship for the session starting on 1st March 2016

Work Experience

May 2010 to present	Freelance Translator/Interpreter Self-employed -Translation and editing/proofreading services in the language pairs : English to French, French to English, Italian to English, English to Greek, French to Greek, Turkish to Greek, Italian to Greek -Interpretation services in the language pairs English to Greek, French to Greek, English to French
---------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

-Fields : Law, technology, science, EU, business, websites, general.

2002- February 2010

Personnel Administration

Customer Services

I worked at a restaurant as manager in Thessaloniki, Greece. During my time there I had to fulfill a number of duties including recruiting personnel, printing receipts and invoices, responding to customer emails for reservations and stock management and control. I also meet with suppliers and place orders with them face-to-face and use their online stock ordering systems.