

Vasilis Leftakis

English to Greek Translator

AREAS OF EXPERTISE

Translating webpages
Translating applications and descriptions
Translating engineering documents and technical drawings
Proofreading

PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven 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 and solve problems when they arise, while 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

Translating Company – Gengo.com (www.gengo.com)

PRO TRANSLATOR March 2012 - Present

Qualified as a Pro Translator, I am providing translation service to clients where needed and have successfully completed over 700 jobs. I have been involved in numerous projects, ranging from translating web applications to customer's reviews for Trip Advisor, always ensuring that the finished converted articles relay the intended message as clearly and naturally as possible.

PERSONAL SKILLS

Detail orientated
Well organized
Friendly
Patient
Good at solving problems

Duties:

- Researching legal & technical 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/websites/applications /technical drawings from English to Greek
- Excellent English speaking and writing skills.
- Meeting deadlines

KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools.
- Able to fluently speak Greek and English
- Excellent communication and social skills.
- Able to work to tight deadlines and under pressure
- Highly skilled in Word, Excel, VBA/HTML scripting, Photoshop, AutoCAD
- Able to prioritize work.

PERSONAL DETAILS

Vasilis Leftakis
Patras, Greece
Tel: +306972524397
Email:
vikentiosch@gmail.com
DOB: 07/01/1991
Nationality: Greek
Mother Tongue: Greek

ACADEMIC QUALIFICATIONS

Certificate of Proficiency in English by Cambridge University (CPE)

Studying Civil Engineering in Patras University, Greece
(2009 – Present)

REFERENCES – Available on request