

# **Penny Skanavi**

## **Official Translator**

**Member of the Panhellenic Association of Professional Translators Graduates of the Ionian University**

**Patras, Greece**

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### **Professional experience**

**09/2018 – today**

Official translator (cooperation with the companies Transrelations Services, Polyglotto,)

- Translation of technical, medical, pharmaceutical, commercial, legal and touristic documents and website localization.
- Transcription services

**03/2021 – 06/2021**

Interpreter (French), Helios Program, IOM

Duties:

- Visits to beneficiaries' houses for apartment verification and provision of interpretation
- Provision of phone interpretation for the Helios teams on the field

**08/2020 – 12/2020**

Interpreter (French), Filoxenia Program, IOM

Duties:

- Provision of Interpretation for the facility coordinator, the lawyer, the social workers, and the psychologist
- Escort to hospitals and provision of interpretation
- Designated driver of the team

**10/2015 – 07/2018**

In-house translator, Transrelations Services, Patras, Greece

- translation of technical, medical, pharmaceutical, commercial, legal and touristic documents and website localization, transcription, secretarial duties

### **Volunteer work**

**02/2018 – 12/2018:**

Volunteer French Teacher of Unaccompanied Minors from Third Countries, Accommodation Center STEGI PLUS (+) of PRAKSIS, Patras, Greece

Volunteer Interpreter (French – Greek)

**02/2015 – 05/2017:**

Volunteer English Teacher of Unaccompanied Minors from Third Countries, Accommodation Center STEGI PLUS (+) of PRAKSIS, Patras, Greece

Volunteer Interpreter (French – Greek)

## Education

<b>2017-today</b>	Hellenic Open University, Greece	<b>Postgraduate Program - Language Education for Refugees and Migrants MSc in Development Studies</b> <b>Grade:</b> Second Class Honors, Grade1
<b>2012-2013</b>	UCD, Dublin, Ireland	<b>Grade:</b> Second Class Honors, Grade1
<b>2006-2012</b>	Ionian University, Department of Foreign Languages, Translation and Interpreting, Corfu, Greece	<b>Degree in Translation,</b> <b>Grade:</b> 7.88/10 <b>Specialization:</b> technical, legal, medical translation
<b>2009-2010 (six months)</b>	ITIRI (Institute des Traducteurs, Interprètes et des Relations Internationales, Strasbourg, France	

## Trainings

<b>17 September 2020</b>	PSEA training
<b>06-07 August 2020</b>	Human Trafficking and National Mechanism for Protection of THB Victims

## Skills

### Languages

***Greek:*** native speaker

***English:*** fluent (Certificate of Proficiency in English)

***French:*** excellent working knowledge  
(Diplôme d'études en langue française - DELF 1er degré)

***Spanish:*** basic understanding (Diploma de Español como Lengua Extranjera, level B2)

### IT Skills

SDL Trados 2017, Memsource, Transcriber, Microsoft Office, Windows 10, Android, Mozilla Firefox, Paint 3D, Abbyy Fine Reader

### Personal Skills

Translation, interpretation, transcription, multilingual education, easy adaptation to multicultural and multilingual environments, teamwork, priorities setting, critical thinking