

# Danai Mourmoura

Attiki, Greece



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## Summary

Experienced Freelance Translator with a demonstrated history of working in the translation and localization industry.

Skilled in Translation, Editing and Transcreation. English - Greek language services from a professional with a Bachelor's degree focused in History, Archaeology and History of Arts from University of Crete; and a Master's degree (in progress), focused in Methodology on Criticism and Publication of Historical and Archival Sources from Ionian University.

Certified as an Adult Educator of non-formal education by EOPPEP. Creative problem solver and capable of imagining the general picture so to achieve goals.

Foreign Languages: Greek, English, Italian, German.

## Experience



### English | Greek Linguist

A. & G. Koutropoulos & CO O.E., Import & export company - Toys wholesale

Mar 2020 - Present (1 year 9 months +)

- Localization & transcreation of texts for toys (board games, instructions, etc.) and advertising material for websites/ social media/ print catalogues etc. from English to Greek and vice versa,
- Transcreation, editing and proofreading of documents & website content in English and Greek language,
- Original text content creator for products, websites, publications etc.,
- Update and maintain up to date the content in B2B site,
- Technical support for the B2B site,
- Communication with customers regarding their orders, payments etc.,
- General office duties.



### Greek Language Specialist

Self-Employed

Mar 2014 - Present (7 years 9 months +)

- Content editing & proofreading services to translations and original writings,
- Translator English to Greek | Greek to English,
- Machine Translation Post Editing,
- Academic Tutor for Greek adult students,
- Subtitler from English into Greek language,
- Content writer in English and Greek language.

Fields of expertise:

- Technical Translation
- Business & Marketing
- Education

- History & Art

### **Translator/ Call Center Representative**

Home Shopping System Mail Order EPE

Apr 2015 - Jul 2015 (4 months)

- Translating and localizing female fashion magazine "Madeleine" from German into Greek,
- Call center customer service.

### **Office Assistant**

Ecoland, Playground Equipment and Street Furniture sales company

Oct 2010 - Oct 2013 (3 years 1 month)

- Translating and localizing technical documents into Greek language,
- Editing and proofreading documents,
- Filing, business mail and correspondence with companies abroad,
- Brand representative for playground equipment and street furniture company,
- Customer service,
- Consulting services and custom made proposals,
- Monitoring and managing projects.

### **Sales Associate**

Klapsinakis bookstore

May 2007 - May 2010 (3 years 1 month)

- Customer and retail services
- Operating copiers and printers

## **Education**

### **Ionian University**

Master's degree, Methodology on Criticism and Publication of Historical and Archival Sources

2018 - 2021

### **University of Crete**

Bachelor's degree in History and Archaeology, main fields of study in Archaeology and History of Arts.

The Department prepares its students for a wide range of vocational options in Greece and abroad: teaching in secondary education, a career in the vocational areas of historical and archaeological research, in research centers, the Archaeological Service, Museums, art galleries and, in any organisations dealing with culture and art. Moreover, the special features of the Department's curriculum allow its graduates to seek employment in several other fields, where analytical ability, synthetic critical thinking and language command are considered necessary.

### **Metafrasi School of Translator Training**

Technical Translation Seminar , Applied Linguistics

2018 - 2018

I was awarded a certificate of attendance on successful completion of a 54-hour Technical Translation Seminar.

Syllabus topics:

- Analysis of scientific and technological text types and registers
- Technical writing and stylistics
- Principles and methodology of technical translation
- Fundamentals of terminology
- Term bases and terminology management tools
- Research methodology
- Extensive translation practice in a wide variety of technical documents.



## **Glossologia - Professional Linguistic Studies**

Diploma in Professional Translation, Linguistics

2013 - 2014

I was awarded a certificate of attendance upon successful completion of a one-year course in Professional Translation.

The course placed special emphasis on the following areas:

- translation theory for participants
- aspects of applied linguistics
- language usage
- practice on research methodologies and electronic tools
- translation of general and specialised texts (science & technology, business, law, literature, EU)
- principals of technical writing
- editing & proofreading skills
- best practices for translation professionals.

## **Licenses & Certifications**



**Editing and Proofreading** - Glossologia - Professional Linguistic Studies



**Creative Writing** - Glossologia - Professional Linguistic Studies



**Literature Translation** - Glossologia - Professional Linguistic Studies



**Subtitling** - Glossologia - Professional Linguistic Studies



**Diploma in Professional Translation EN - EL- EN** - Glossologia - Professional Linguistic Studies



**Museum storytelling. Case study of Athens University History Museum - E Learning** Πανεπιστήμιο Αθηνών



**Certified Secretaries Management Assistants - ACTA SA - Spin Off Aristotle**

University of Thessaloniki

GR-M0000617



**Trainer for Adults of Non-formal Education - National Organisation for the Certification of Qualifications and Vocational Guidance (EOPPEP)**

EB36293



**Technical Translation - metafrasi Translator Training Centre**

## **Skills**

Translation • Proofreading • Editing • Social Media • Strategic Planning • Public Relations • Localization • Content writing • Academic Writing • Driving Results