

Matthew Louis Papapoulios

Freelance Translator
Greek – English - French

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Date of Birth 05/02/1991

Nationality Greek - French

Experienced bilingual freelance translator with a strong background in project management, specializing in subtitling, video game localization, technical documentation, marketing material, legal documents, financial documents and educational papers. Proficient in CAT tools and fluent in Greek, French, and English. Committed to delivering high-quality translations and ensuring project success.

EXPERIENCE

Freelance Translator

November 2015 – Present

Over the past 8 years, I have successfully completed a wide range of translation projects, including:

- **Subtitling:** Translated and edited content for platforms such as Amazon Prime, Netflix, and Disney+.
- **Video Game Localization:** Contributed to the localization of popular games like Forza Horizon 5, Oxenfree I and II, and Supremacy 1914 and various online casino games.
- **Technical Documentation:** Provided translations for the automotive industry, the surface treatment industry, and various medical fields.
- **Marketing Material:** Translated catalogs and HTML content to effectively convey marketing messages for both pre-sales and post-sales/after-sales clients.
- **Official Documents:** Translated legal documents, contracts, and diplomas with precision.
- **Educational Documentation:** Translated e-learning material, university presentations and theses.
- **Children's Book:** Translated a rhyming music book for children, combining creativity with linguistic expertise.

My career as a translator has been characterized by continuous growth and development, marked by the acquisition of the following valuable skills:

- Successfully managing multiple simultaneous projects within tight deadlines.
- Adapting quickly to changing requirements based on customer feedback or project changes.
- Participating in ongoing training sessions to stay up-to-date with industry best practices.
- Employing various software programs to facilitate the translation process.
- Ensuring all client deadlines were met while maintaining quality standards.

Project Manager

NLG - Next Level Globalization, Thessaloniki, Greece

June 2016 – July 2019

In this role, I excelled in managing translation projects, offering a comprehensive set of skills:

- **End-to-End Project Management:** Oversaw projects from initial quoting to final delivery, ensuring smooth workflow and client satisfaction.
- **Linguistic Support:** Provided linguistic assistance in both French and English, including translation, editing, and spellchecking.
- **Quality Assurance:** Conducted rigorous linguistic and structural quality assessments at various stages of the translation process to maintain the highest standards.
- **Terminology and TM Management:** Efficiently managed client-specific Translation Memories (TM) and terminology databases, ensuring consistency across projects.

LANGUAGES

English

B – Fluent, C2

French

A - Native

Greek

A - Native

CAT TOOLS

- SDL Trados Studio 2021
- memoQ
- XTM
- Oona
- Memsource - Phrase
- MS Leaf
- Smartling
- Across
- Xbench
- ABBYY FineReader 12

EDUCATION

Master in Conference Interpretation

University of Strasbourg, Institute of Translators, Interpreters and International Relations

2013 – 2014

Semester abroad

Institute of Translators, Interpreters and International Relations of the University of Strasbourg during the DFLTI's obligatory semester abroad

Jun 2014

Bachelor of Translation

Ionian University, Department of Foreign Languages, Translation and Interpretation (DFLTI)

Dec 2013

SKILLS

- Strong project management skills
- Proficient in CAT tools
- Excellent linguistic skills in Greek, French, and English
- Attention to detail and commitment to quality
- Adaptable and quick learner
- Organizational Skills
- Multicultural awareness and communication
- Problem Solving