



---

## CURRICULUM VITAE

---

### PERSONAL

#### INFORMATION:

**NAME:** Maria

**SURNAME:** Panagiotopoulou

**ADDRESS:** 15 Kavafi Street, Polichni, 56533, Thessaloniki, Greece

**TELEPHONE:** 2310-659609

**MOBILE PHONE:** 6977016187

**E-MAIL:** mariapan78@gmail.com

**PLACE OF BIRTH:** Thessaloniki, Greece

**DATE OF BIRTH:** 03.08.1978

**NATIONALITY:** Hellenic

#### EDUCATION:

**2002 October – 2003 September:** Master of Arts (MA) in Translation Studies, University of Portsmouth, UK (grade: 2.1)

**1999 October – 2002 June:** Bachelor of Arts (BA) in Modern Languages, University of Lincoln, UK (grade 2:1)

#### LANGUAGES:

- Greek (mother tongue),
- English (Certificate of Proficiency in English),
- German (basic knowledge in reading, writing and speaking),
- Spanish (basic knowledge in reading, writing and speaking)

**WORKING EXPERIENCE:** **2003 up until now: Freelance translator** collaborating with translation agencies in Greece and abroad

**2004 June – 2008 May:** In-house translator, proofreader and project manager at “Oettli S.A Language Management Solutions”.

Translation/proofreading of Medical, Medical-technical (medical equipment manuals, MRI, CT, AX, X-ray imaging systems, catheters, angiography, mammography, oncology, ultrasound techniques, biochemistry analyzers, IFUs, etc.) and Technical texts (computer science, machinery, tools, appliances, automotive etc.)

Use of CAT tools and translation memories.

The project management tasks included the management and coordination of large translation projects, preparation/conversion of files for translation, setting up/coordination of translator teams, internal QA checks to reassure the client's requirements are met, etc.

**2003 September – 2005 August :** Collaboration as a freelance translator with the import-export company STECON HELLAS LTD: Translation of automotive hand tools manuals and accompanying product documents

**FIELDS OF EXPERTISE:** **Medical / Medical-technical translation**

Medical equipment instruction manuals, MRI, CT, PET, AX, X-ray imaging systems, angiography, mammography, oncology, ultrasound techniques, molecular imaging, biochemistry and hematology analyzers, in-vitro diagnostics, PCR systems, surgical instruments and appliances, surgical imaging techniques, endoscopy, robotic stereotactic radiosurgery systems, respiratory gating systems, radiation treatment planning systems, patient monitoring systems, anesthesia delivery systems

**Pharmaceuticals**

Clinical Trial Protocols, Summary of Product Characteristics (SPCs), Patient Information Leaflets (PILs), Drug package inserts, MSDS, Standard Operating Procedures (SOPs), Clinical Software Applications

**Orthopedics**

Prosthetic devices, Implant devices, Neurological stimulation implants, Knee replacement systems, Hip replacement systems, Arthroplasty systems

### **Cardiology products**

Pacemakers, Catheters, Cardiac resynchronization therapy devices, Cardioverter defibrillators, Neuromodulation products, Vascular products, Cardiac valves/leads

### **Technical translation**

Computer science, Software, Automotive, Electrical appliances

### **LANGUAGE PAIRS:**

English > Greek

### **IT EQUIPMENT**

Windows 7, ADSL connection, Adobe Acrobat 7.0 Professional, Windows Office 2007, ABBY FineReader,

### **CAT TOOLS**

SDL Trados 2007 Freelance, Trados Multiterm 7,

SDL Trados Studio 2014, SDL Multiterm 2014, Across, Idiom, Translation Workspace

### **SPECIALISED PROJECTS:**

#### ► Translation projects:

- EU: “Speech by the chancellor of the exchequer TUC Conference on Economic and Monetary Union” (2000 words – English>Greek)
- Microbiological: “Aeromonas hydrophila infection: Clinical aspects and therapeutic options (3.000 words – English>Greek)
- Dental: “The Sinus Lift Graft” (2000 words – English>Greek)
- Technical: Sailing Basics (2000 words – English>Greek)

#### ► Linguistic project:

“How does education approach the theory of Error Analysis in the acquisition of English as a second / foreign language” (8.500 words)

#### ► Subtitling project:

- Subtitling three English medical documentaries (6059 words, total duration: 38min) on the topics “Tracking Elusive Arrhythmia”, “Medical Images” and “Aseptic Technique” (the documentaries constitute essential part of the MA dissertation).

## **SEMINARS**

- Institute of Translation and Interpreting (ITI) : Professional Aspects of Translation, London, UK (8/4/2003)
- Quality Issues in Translation, University of Portsmouth, UK (16/11/2002)

## **AFFILIATIONS**

Member of the Panhellenic Association of Translators, Greece