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## Stavroula Tsikopoulou

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**Address:** kardamyla, 82300, Chios, Greece (Home)

### ● WORK EXPERIENCE

2016 – CURRENT Greece

#### TRANSLATOR/TRANSLATION PROJECT MANAGER FREELANCER

##### Completion of multitask projects for the following companies:

- Maria Thliviti, Law Firm, Chios, Greece (translation of legal documents, private agreements, charters, works contracts, leases, judgments, public records and deeds)
- Travlos SA, Chios, Greece (translation of business and finance papers)
- MATKO SA D. TYRNENOPoulos, Athens, Greece (translation of financial papers and legal documents, marble terminology)
- AZ European Business Center Ltd (translation of private agreements, invoices, financial documents, trademarks, copyrights)
- Einion Media - Translation & Subtitling, Mr. Meester D.U. Stikkerstraat 10, 6842 CW Arnhem, Holland (subtitling and editing of social documentaries)
- Haymillian Localization services - Subtitling, Dubbing and Translation, London (translation of legal documents especially copyrights)
- Greencrescent, New York (transcription of political news)
- Radnet translation company, Athens, Greece (translation of philosophy projects)
- EZdl Healthcare Data Intelligence (transcription of interviews in Spanish-English, New York English)
- Duxtranslations (translation of technical documents/subtitling)
- Lingoservice (translation of technical documents)
- Vermantia subtitling company (subtitling/synchronisation of documentaries)
- Intertranslations (law and financial documents/subscription)
- LTES (technical translation)
- El-translations (translation of legal, business texts and subtitling projects, proofreading and editing)
- Verbika: Translation and Localization Services (marketing and business translation)
- Thebigword (legal translation)

### ● EDUCATION AND TRAINING

07/10/2022 – 18/11/2022

#### PROOFREADING AND EDITING EXPERT El-translations Academy

06/06/2022 – 24/07/2022

#### TRANSLATION PROJECT MANAGER El-translations Academy

10/2021 – 03/2022

#### LEGAL TRANSLATION AND TERMINOLOGY Metafrasi school of translation

03/2020 – 04/2020

#### SEMINAR ON LOCALIZATION Edx

Localization: Adapting Digital Content to Local Markets

2018 – 2019 Athens, Greece

## SPECIALIZATION IN PROJECT MANAGEMENT National and Kapodistrian University of Athens

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2016 – 2018 Athens, Greece

## MASTER OF ARTS IN TRANSLATION Hellenic American University

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**Level in EQF** EQF level 7

2003 – 2008 Athens, Greece

## LIBRARY AND INFORMATION SCIENCE Athens University in Applied Science

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**Level in EQF** EQF level 6

### ● **LANGUAGE SKILLS**

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Mother tongue(s): **GREEK**

Other language(s):

	<b>UNDERSTANDING</b>		<b>SPEAKING</b>		<b>WRITING</b>
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C2	C2	C2	C2	C2
<b>ITALIAN</b>	C2	C2	C1	C1	C2
<b>FRENCH</b>	B2	B2	B2	B2	B2
<b>SPANISH</b>	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

### ● **DIGITAL SKILLS**

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SDL trados | Good knowledge of XBench (QA tool) | MemoQ translation software | Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google | CAT tools: Memsource and Phrase

### ● **ADDITIONAL INFORMATION**

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#### **NETWORKS AND MEMBERSHIPS**

##### **Memberships**

- Official Proz Member: <https://www.proz.com/profile/2338253>
- Official Translatorscafe Member: <https://www.translatorscafe.com/cafe/member323633.htm>
- Member of Translators without Borders
- <https://www.linkedin.com/in/stavroula-tsikopoulou-048682139/>

#### **ORGANISATIONAL SKILLS**

##### **Organizational skills** Leadership

Good organization skills gained through my experience as a teacher, librarian and manager

Able to ensure that deadlines are respected in all cases

#### **COMMUNICATION AND INTERPERSONAL SKILLS**

**Communication and interpersonal skills** Good communication skills gained through my experience as a manager

Expert in interaction and communication with others

Good at teamwork

Adaptability

## **VOLUNTEERING**

### **Volunteer work in the island of Chios**

- Nature Conservation
- Donations to the migration organizations (clothes, food)
- Community Development

## **JOB-RELATED SKILLS**

### Job-related skills

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Mentoring skills  
Editing skills  
Professionalism  
Flexibility  
Willing to learn and use new tools, apply new processes

## **CERTIFICATIONS**

### Certifications

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- 2017 EL-Translations, Athens, Greece: Seminar based on EU translation
  - 2017 Online Seminar, KU Leuven University, Belgium: Online courses in EU and Human Rights
  - 2014 Online Seminar, University of Toronto North America: Financial Analysis and Decision Making
  - 2014 Online courses in Library Advocacy
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