

Despina Nifakos
Phone: 514-659-9951
E-mail: Dnifakos@gmail.com
LinkedIn: www.linkedin.com/in/despinanifakos

PROFILE

Proficient in French and English with outstanding verbal, written, and editing skills. Demonstrates professionalism, good judgment, with the ability to prioritize work under pressure. Team player with strong interpersonal relations, focusing on customer loyalty and satisfaction.

SKILLS AND QUALIFICATION

Operating Systems | • Mac • Windows 10 • Windows 8 • Windows Vista

Applications | Word • Excel • PowerPoint • G Suite • TradOS Studio • LogiTerm • MultiTerm
• Memsource • Wordfast • CafeTran Espresso

Other | • WordPress • Wix

Languages | English • French • Greek • German • Spanish

Skills | Translation (Communications, Medical Administration, Occupational Health and Safety, General)

• Revision • Proofreading

EDUCATION

Bachelor of Arts, Specialization in Translation (French to English)

Minor in English Literature

January 2013 – April 2018

Concordia University, Montréal, QC

Courses: Informatique et traduction, Adaptation publicitaire, Révision et correction en traduction, Initiation à la traduction économique, Traduction scientifique du français à l'anglais, Traduction littéraire du français à l'anglais.

Other related courses: Sociolinguistics, English composition, Littérature française, Forms of Popular writing.

Diplôme d'études collégiales in Arts et lettres option langues

September 2010 – December 2013

Collège Montmorency, Laval, QC

WORK EXPERIENCE

Freelance Translation

September 2018 – Present

- Translated medical-administrative documents and services for a medical counselling firm
- Built specific termbases for clients
- Translated English web content for an occupational health and safety firm
- Translated and revised marketing material for an online marketing agency
- Translated and edited reports and announcements for a Canadian PVF distributor

Waitress

July 2016 – June 2020

Edmond Bistro

- Manage and coach employees

- Welcome and host clients
- Service and bartending
- Translate and revise French and English Menus

Sales and Service

April 2012 – July 2016

David's Tea, Carrefour Laval

- Customer service specialized in tea preparation
- Tea Guide (sales associate and stock associate)

Office Clerk

Summer 2011

Aldo Group, Inc.

- Filling
- Data entry of customs compliance on Excel

Winners, Laval

2008 – 2011

- Customer service and sales

VOLUNTEER WORK

Volunteer Translator

May 2018

Translators Without Border

- Translated web pages and articles

Volunteer

May 2018

Moksha Yoga, Laval

- Customer service and maintenance

PROJECTS

Website

January 2017

Created a blog using Wix.com

- Terminology-based website
- Wrote blog entries and content-related terminology using Termwiki
- Translated and revised blog entries and bibliographies

GLS Sprachen Zentrum, Berlin

May 2012

Global Language Service School

- Learned German in a language school in the city of Berlin
- Earned a certificate in German as a second language

INTERESTS

Languages

- Interested in learning sign language