

Myrto Sophokleous

Translator & Interpreter – English to Greek

AREAS OF EXPERTISE

Legal documents

Current affairs & critical theory

Finance & policy

Arts & media

Immigration policy & refugee aid

PERSONAL SKILLS

Well organized

Team spirit

Thrive in multicultural environments

Adaptable & open minded

PERSONAL SUMMARY

Reliable and self-motivated translator, experienced in a range of subject fields, with a background in economics and policy studies, and an active interest in current affairs and grass-roots movements. Passionate, with a drive for excellence, with several years experience in freelance work. Committed to offer high-quality work and to continue as a learner of ever evolving language skills. Particularly attentive to diversity & multicultural issues. Always eager to meet new challenges.

WORK EXPERIENCE

Freelance

TRANSLATOR & INTERPRETER

Jan 2008–Current

Providing translation for a variety of clients on a broad range of subjects.

Services

Accurate translation of documents

Proofreading, editing and reviewing

Subtitling & transcription of audiovisual material

Interpreting & intercultural mediation

Researching phraseology to ensure appropriate terms are used

Maintaining feedback and liaising with clients throughout the course of a project

Have worked for various clients, both local and international, such as Kapelis & Partners Law firm (Greece), Rosa Luxemburg Foundation (Germany), Matchbox Media Collective (UK), Natterjack Press (UK), refugee aid & community organizations and tourist agencies.

METAdrasi (NGO)

Partner of UN High Commissioner for Refugees in Greece

INTERPRETER & INTERCULTURAL MEDIATOR

June 2011-Jan 2012

Duties

Consecutive interpretation during the interview stage of the asylum application procedure at the relevant immigration authorities

Consecutive interpretation for asylum seekers and refugees during their contact with the National Health System

Evaluate and advise on the constant improvement of standards for the interview stage of the asylum procedure, according to the guidelines of the UNHCR

Written translation of documents and information material when required

KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools
- Accuracy, attention to detail and cultural appropriateness in translation
- Able to work on tight deadlines and prioritize work
- Proficient user of Microsoft Office Suites
- Active listener and eager facilitator of communications

PERSONAL DETAILS

Myrto Sophokleous

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ACADEMIC QUALIFICATIONS

- Certificate in Interpretation & Cultural Mediation
METAdrasi (NGO) Jun 2011
- TEFL Certificate (Teaching English as a Foreign Language)
Northbrook College (UK) Apr 2006
- MA in Environment, Development & Policy
University of Sussex (UK) Jun 2005
- BA in Economics with Development Studies
University of Sussex (UK) Jun 2003

REFERENCES

References available on request