

Ermioni Galatianou

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PROFILE

A conscientious and professional individual with experience in translation, proofreading, localization and project management. Effective oral and written communication expertise, a practised decision-maker with a useful capacity to perceive problem, assess implications as well as providing solutions. Excellent interpersonal skills with the ability to develop teamwork and bring a logical and lateral perspective to any project.

EDUCATION

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|--------------------------------------|---|
| 2010– 2011
Portsmouth
UK | University of Portsmouth
<i>MA in Translation Studies</i>
Emphasis: Professional Aspects of Translation, Research Management, Subtitling Theory and practice |
| 2004– 2009
Thessaloniki
Greece | Aristotle University of Thessaloniki
<i>BA (Hons) in English Language & Literature</i>
Emphasis: Translation Methodology, Psycholinguistics, Methodology of Teaching Modern Languages, Strategies of Language Learning and Communication |

PROFESSIONAL EXPERIENCE

2011 - Present **PRIVATE**
London, UK *Freelance Translator*

Translating scientific, technical, commercial, legal, educational written materials into English, French and Greek ensuring that the target text conveys the meaning of the original as clearly as possible

- Reading through original material and rewriting it in the target language
- Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used
- Researching legal, technical and scientific phraseology to find the correct translation
- Liaising with clients to discuss any unclear points
- Proofreading and editing final translated versions
- Retaining and developing knowledge on specialist areas of translation

2012 - 2012
London, UK
Internship

TODAY TRANSLATIONS
Project Manager Assistant

Supported the project management team in a wide range of translation projects and in other ad-hoc tasks as required, or in accordance with business needs

- Translated and proofread financial, scientific, business documents from English into Greek
- Liaised with linguists all over the world and agencies, ensured that all key study aspects are clarified and agreed-upon
- Responsible for sourcing and developed relations with new high quality translators
- Ensured deliverables (translated document) are met high-quality level requirements
- Managed any queries and updates during the translation phase

2009 - 2010
Thessaloniki
Greece

Alexander Language Schools

English – French Teacher

Provided lessons at all levels to Greek students including students with learning disabilities in order to enable them to complete their studies successfully

- Organised the classroom and learned resources and created displays to encourage a positive learning environment
- Designed, prepared and developed teaching materials
- Assessed students' homework, set and marked examinations
- Supported students through advisory role
- Motivated pupils with enthusiastic, imaginative lessons
- Provided feedback to parents on a pupil's progress at parents' evenings
- Organised and took part in school events, day outs and activities
- Worked with parents to maximise their involvement in the school and the development of resources for the school

2007 - 2009 **Private**

Thessaloniki
Greece

English – French – Greek Teacher

Provided invaluable tuition to students at all levels. Offered an educational atmosphere where students had the opportunity to fulfil their potential for intellectual, emotional, spiritual and psychological growth

- Implemented instructional activities that contributed to a climate where students are actively engaged in meaningful learning experiences
- Assisted in assessing changing curricular needs and offered plans for improvement
- Provided a positive environment in which students are encouraged to be actively engaged in the learning process

SEMINARS

2012

University of Portsmouth, Faculty of Humanities and Social Sciences

Portsmouth, UK *"Enhancing your project management and quality assurance skills"*

2012

University of Portsmouth, Faculty of Humanities and Social Sciences

Portsmouth, UK *"Those who can teach: Translation, Interpreting and Training"*

MEMBERSHIPS

2012

Proz.com, Translators Café.com

BUSINESS COMPUTING SKILLS

MS Office (Word, Excel, Powerpoint), MS Internet Explorer, Outlook, CAT Tools (TRADOS, Déjà vu)

LANGUAGES

GREEK Native

ENGLISH Fluent

FRENCH Fluent (DALF C2 - Certificate of French Language Proficiency)

INTERESTS

Reading, Music, Swimming, Cycling, Multicultural Relations, World cinema