

Areti Gatsiou

(EN, FR, IT, GER > GR)



Contact

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Education

University of Westminster, London – BA Hons Translation (EN<>FR)

- Modules included: Translation theory, technical, legal, medical, engineering, architecture, creative, marketing, tourism
- Interpreting (conference and consecutive)
- Subtitling
- CAT Tools (Trados, Multiterm, MemoQ, Wordfast)
- Transcreation and Localisation
- Dissertation topic: 4,000 word translation of a text from the legal field (FR > EN)

Aristotle University of Thessaloniki, Greece – LLB

- Modules included: Civil law, Criminal Law, Family Law, Conveyance Law, Intellectual Property Law etc.
- Participation in a virtual court room
- Student Exchange Program in Brussels focusing on International and European Union Law

Objective

Full-time linguist specialised in project management, translation, transcreation, localisation, proofreading. Passion for languages, strong communication skills, ability to work under pressure, detail-oriented, advanced computer and translation software skills, proficient in five languages: Greek (native), English (near native), French (C2), Italian (C1), German (C1).

Relevant Work Experience

July 2022 – Present

Transcreation Account Executive • Hogarth Worldwide

- Project manager providing services to luxurious watchmaking brand.
- Managing day-to-day request from the client.
- Taking care of incoming projects from first stage until production, ensuring quality criteria and deadlines are being met.
- Updating cost estimates and billing trackers in an efficient and client-friendly way.
- Managing day-to-day diary.
- Attending meetings with the wider team (print, digital, campaign) to organise client's requests.

Nov. 2020 – July 2021

Translator and Interpreter • University of Westminster (Business)

- Supporting a PhD team with their research on how current business affairs changed the working activity at the Port of Piraeus
- Translating financial documents, questionnaires and consent forms from English > Greek
- Synchronous interpreting between English speakers and Greek speakers (remotely)
- Researching potential interviewees and reaching out to them

Other Work Experience

Oct. 2021 – Present

Assistant Director • Explore Learning

- Communicating with parents who seek learning support for their children
- Leading a team of tutors both in-centre and online, ensuring their sessions run smoothly

Key Skills

- **Organisation skills** – attention to detail
- **Communication skills** – always maintaining positive and warm attitude
- **Leadership skills** – able to lead a team efficiently
- **Team player** – support the team whenever is needed
- **IT skills** – Microsoft Office
- **Multilingual** - English, Greek, French, Italian, German
- **Multitasking** – Ability to work under pressure and provide high-quality work

- Dealing with enquiries and complaints from members in written and oral form
- Going through trial process with prospect members
- Managing day-to-day diary
- Organising the team, the daily tasks and conducting regular meetings with parents, tutors and other managers

Oct. 2020 – Oct.2021

Tutor • Explore Learning

- Providing tuition to children age 4 to 16 (English and Maths)
- Tailoring the session to each child's needs
- Communicating with parents to agree on appropriate learning plan for their children

Oct. 2019 – July 2020

Office Administrator • Physio4Life

- Liaising with clients both in-person and via email and phone calls
- Booking appointments and managing everyday diaries
- Supporting the physiotherapy team with admin tasks
- Taking and processing payments – responsible for end of day payment records

July 2013 – Feb. 2019

Associate Attorney at Law • George G. Gatsios Law Firm

- Sound experience in most legal fields (Civil, Criminal, Family, Litigation, Property, Contract etc.)
- Managing firm's cases, appearing in court, certifying and translating legal and non-legal documents in five languages

Continuous Professional Development

- Trados Studio Learning (Level 1, Level 2, Level 3)
- ITI: Editing and Proofreading (Short course)
- University of Westminster Employability events (Short courses)

Interests and other skills

- Interested in fashion and beauty as well as in more creative fields such as writing, theatre, cinema and music
- Student member of ITI and CiOL with regular attendance at events in London
- Enjoy learning new languages, writing novels or screenplays, working out

References

Available upon request