

Dimitra Koutla

Language Specialist

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Websites, Portfolios, Profiles

- https://drive.google.com/drive/folders/1Wn_fB_gf4IHt5NaeMS_qP6vHWtFN7Qd?usp=sharing

Highly experienced Translator with proven track record of delivering precise interpretations and translations between English and Greek. In-depth understanding of cultural nuances to effectively bridge communication. Dedicated to accuracy and reliability.

Skills

Medical Translation
Creative Writing
Proofreading
Language Teaching
Subtitling Expertise
E-learning localization
Linguistic Analysis
Scientific translation
Legal Translation
Literary Translation
Attention to Detail
Critical Thinking
Problem-Solving
Written Communication
Multitasking Abilities
Organizational Skills
Professionalism
Adaptability and Flexibility
Time management abilities
Copywriting
Research

Content Curation
Tone and Language Variations
Originality and Creativity
Cultural expertise
Editing skills
Subtitling and Captioning
Fluent Bilingualism
Audiovisual Translation
Advanced Grammar Knowledge
Excellent Writing Abilities
Strong vocabulary skills

Work History

2023-11 - Current

Language Specialist

Telus International

- ENGLISH - GREEK
- Proofreading and Editing
- Linguistic review
- Localization
- Development of Language Proficiency tests

2022-10 - Current

Speaking Examiner

Hellenic American Union

Speaking examiner for various English language certifications offered by the Hellenic American Union.

2020-01 - Current

Subtitle Translator

Freelancer

- GREEK - ENGLISH
- Video and audio transcription
- Subtitle translation
- Timecoding
- Subtitle Edit

2015-01 - Current

Translator

Freelancer

- ENGLISH - GREEK
- Academic texts
- Literature
- Linguistics
- Education
- Philosophy
- History

- Social Sciences
- Political Sciences
- Psychology
- Environment and Ecology
- Medical and Veterinary

2014-01 - Current

Editor

Freelancer

- ENGLISH - GREEK
- Proofreading and Editing of Content
- Proofreading and Editing of Academic Texts: Journal submissions, essays, research papers, dissertations
- MLA
- APA

2013-01 - Current

Content Creator

Freelance-writers

- ENGLISH - GREEK
- Academic writing
- Creative writing
- Blog posts / Articles
- Website copy
- Copywriting
- Social media posts
- SEO

2023-06 - 2024-02

Translator

Polyglot Translation And Interpreting Agency

- ENGLISH - GREEK
- Educational content for a digital education platform (Mozaik)

2023-11 - 2024-01

Language Specialist

Remotasks

- ENGLISH - GREEK
- Linguistic training for a Generative AI virtual assistant
- Prompt engineering
- Linguistic review
- Localization

2023-05 - 2023-10

Online Speaking Examiner

PeopleCert

Online Speaking Examiner for a variety of English language certifications offered by PeopleCert.

2021-04 - 2022-01

Secretarial Assistant

Interbalkan Medical Center

Personal medical assistant in the Neurology Department

2021-07 - 2021-12

Local MEP Assistant

European Parliament

- Secretarial assistant to a Member of the European Parliament
- Translation and summarization of EU texts

2004-10 - 2021-06

English Teacher

Freelancer

- Preparation for the First Certificate and the Certificate of Proficiency in English (Cambridge, Michigan)
- Academic English

2015-10 - 2017-07

Teaching and Research Assistant

Aristotle University Of Thessaloniki

Teaching and Research Assistant in the Department of English Language and Literature, Aristotle University of Thessaloniki

- Medieval and Early Modern Literature
- Computer Literacy and Research Methods
- Academic Writing Workshop

Education

2023-03

Seminar: Subtitling

Metafrasi

2021-11

Training Course: Neuroscience And Education

National And Kapodistrian University of Athens

2020-12

Training Course: Digital Humanities

HarvardX

2013-11

Master of Arts: English Literature And Culture

Aristotle University - Thessaloniki, Greece

2012-02

Training Course: Risk Societies And Cosmopolitanism

Utrecht University

2010-06

Bachelor of Arts: English Language And Literature

Aristotle University - Thessaloniki, Greece

2003-06

High School Diploma

Certifications

2024-06	Certificate of Proficiency in English, Cambridge University
2024-04	Digital Sales Certification, Google
2024-01	ELIC Professional Certificate