

RESUME

PERSONAL DATA

Name **Anastasia Giagopoulou**
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www.vandf.gr/index_files/Anastasia_Giagopoulou.htm
Nationality Greek
Date of birth April 18th, 1977

LANGUAGES

- English: excellent
- Italian: very good
- Greek: mother tongue

SERVICES

- Translation
- Proofreading
- Subtitling
- Website localization
- Software localization
- Transcreation

AREAS OF SPECIALIZATION

- Technical
- Cosmetics
- Computers (software & hardware)
- Medical (general) / Healthcare
- Food / Culinary
- Travel / Tourism
- Entertainment

WORKING EXPERIENCE

2003 to date

Freelance Translator

Projects undertaken include:

- Instruction manuals, brochures, quick guides and press releases for several electronic & electric devices, household appliances, agricultural machinery, automotive, computers and mobile phones
- Articles, advertisements and directions for use of various cosmetic companies
- Entertainment TV shows (subtitling)
- Localization of websites and software programs
- Series of texts regarding Greek restaurants and tourist locations (project by European Federation of Promoting Hellenic Tourism included), websites for booking hotels online, travel websites with popular destinations, city travel guides and hotel accommodations

2004 - 2008

MOLLOUDIS S.A. Heating-Cooling Systems

11th km O.N.R. Thessaloniki – Kilkis, 57008, P.O.Box 1177, Diavata, Thessaloniki - Tel. (+30) 2310-785410-12 – moloudis.gr

Position

Export Department – Translator

- International communication liaison with collaborating companies
- Translation of manuals & brochures of company's line of products (wall hung boilers, panel radiators, oil burners)
- Translation of company's website

EDUCATION

2002-2003

UMIST Centre of Translation and Intercultural Studies (CTIS) MA in Translation Studies

Dissertation: "Translating *The Complete Idiot's Guide to Reflexology* into Greek: A Linguistic Approach in Translating Humour".

- Specialization in translating technical and commercial texts to professional standards (technical, scientific, medical, administrative etc.)
- Advanced audiovisual translation (ability to translate audiovisual material to professional standards, linguistic and cultural problems specific to audiovisual translation, the history of film translation and present trends, translational strategies in subtitling)
- Creativity and markedness in language use
- Cultural/Ethnographic theories, norms & laws of translation
- Familiarization to the range of language and translation resources available electronically and on line.
- Background research: techniques, resources, strategies
- Acquiring practical skills necessary to revise own work as translator or proofread the work of others

1997-2001

Aristotle University of Thessaloniki, Greece

Bachelor's Degree in English Language & Literature (6.8/10: Upper Second Class Honours Degree)

QUALIFICATIONS

1994

English Language:

Cambridge Certificate of Proficiency in English

1992

The Oxford Examination in English as a foreign Language

2001

Italian Language:

Certificato di Conoscenza della Lingua Italiana Livello 3, Celi 3

SEMINARS & CERTIFICATIONS

2006

Certificate from KUNDO System Technik in technical seminars:

- ✓ M-Bus Technology for heat & water
- ✓ Electronic Heat Cost Allocators
- ✓ RCU4 Radio System –Data Transmission via Radio
(seminar was held at the company's premises in Germany)

2005

Certificate: Trados 7.0 World Tour Training Seminar 2005 (Thessaloniki, Greece)

2008

Proz.com Certified PRO Network Translator

(http://www.proz.com/certificates/pro/pro_certificate_113337.jpg)

MEMBERSHIPS

- Associate member of **ATA** (membership number: 254614) (www.atanet.org)
- Member of **Panhellenic Association of Translators** (membership number: 339) (www.pem.gr)
- Full-member of world's largest translation community **Proz** (www.proz.com)
- Member of world's largest Greek translation community **Translatum** (www.translatum.gr)
- Member and contact representative of the innovative "Airspace" **V and F** (<http://www.vandf.gr/>)

SOCIAL SKILLS AND COMPETENCES

Ability to collaborate with people of diverse national/cultural background effectively acquired through academic studying (UMIST, UK) as well as co-operate with international clients (as a freelance translator for the last 7 years).

TECHNICAL SKILLS AND COMPETENCES

- Experienced in the effective use of language (resources, hard copied or online) as well as in the extraction of proper terminology per subject.
- Very good use of Trados, SDLX, Idiom WorldServer as well as other translation tools.

**PERSONAL SKILLS AND
COMPETENCES**

- Excellent skills in effective analysis of written and oral communication, acquired during academic studying (UMIST, UK).
- Ability to work under pressure and successfully supervise all pending orders as well as negotiate with clients on deliveries effectively.

TECHNICAL RESOURCES

Small office network with a Desktop PC and a Laptop PC, external backup media, broadband connection, HW firewall.

CAT TOOLS

- SDL Trados Studio 2009
- Trados 7.0 Freelance
- SDLX 2006
- Idiom WorldServer

REFERENCES

- **Mrs. Melaney Mckellar**, Translation Manager, **VERBATIM SOLUTIONS**
001.801.273.5700, melaney@verbatimsolutions.com
- **Mr. Michael Rosato**, Director, **Lexpress International, Inc.**
001.203.849.3239, info@lexpress-intl.com, lexlang@aol.com
- **Mr. Ravi Kumar**, Director, **Allied Modlingua Services Pvt. Ltd**
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- **Mrs. Vassiliki Lazaridou**, Owner and director, **PHRASIS**
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- **Mr. James valentine**, Managing Director, **Bedford translations**
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