

PERSONAL & CONTACT INFORMATION



SURNAME	Mouratidis
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DOB	26/01/1978
NATIONALITY	Greek
YEARS PRO	10 years full time professional
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EDUCATION

- MSc in Scientific, Technical and Medical Translation with Translation Technology (MScTrans), Imperial College, London, UK
- BSc Honours (1st Class) in Computer Science, Cardiff University, UK

WORK EXPERIENCE

- **Computer manuals** (desktop and laptops)
- **Software manuals** (antivirus/firewall suite, antispymware suite, HRM suite, OS, various applications)
- **Software localization** (security suites, operating systems, CD/DVD burning suites, help files, drivers)
- **Game localization** (FPS, racing, RPG, children's' games for PSP, PS2, PS3, Xbox, Xbox 360, PC, Wii)
- **IT user manuals** (projectors, monitors, graphics cards, adaptors, keyboards/ mice, Bluetooth dongles, routers/modems, printers and training materials, etc)
- **Consumer electronics manuals** (DVD players, air conditioners, LCD TVs, stereos, bread makers, fridges, microwave ovens, etc)
- **Automotive manuals** (user guides, technical instructions for service centers)
- **Website localization** (Corporate websites, Web applications, product sites, etc)
- **Medical instruments** (angiography catheters, stunts, etc)
- **Medicine** (questionnaires, studies, etc)
- **Technical manuals** (air conditioning installation manuals, construction equipment, cleaning equipment, gas burners, etc)

MEMBERSHIPS

- Associate member of the American Translators Association
- Member of Proz.com since 2000
- Member of Translator's Café

QUALITY ASSURANCE

Quality is as important to me as it is to my clients. I have developed a QA process based on the DIN 2345 guidelines which:

- Ensures completeness of the translation (all parts are translated)
- Checks the spelling and grammar
- Checks technical and terminological correctness
- Ensures the translation meets the client's guidelines and demands

Furthermore, I use software which integrates with SDL Trados and automatically verifies the translation (for completeness, missing translations, etc).

HARDWARE

- Core 2 Quad PC/4GB Ram
- Core 2 Duo laptop /4GB Ram
- Scanner/copier/printer
- Always-on, high-speed DSL connection
- 3G cellular network connection for backup

SOFTWARE

Operating Systems	Windows Vista SP1
Cat Tools	SDL Trados Studio 2009, SDL Trados 2007 Suite, DejaVu X, Multiterm 2007 SP1, Multiterm 2009
MS Office	Office 2007 SP1, Office 2003 SP3
DTP	InDesign, FrameMaker, QuarkXPress, PageMaker, Illustrator, Photoshop, Acrobat, CorelDraw
Localization	LocStudio, SDL Passolo 2007, Resource Tuner
Glossaries	Microsoft Glossaries, Magenta Golden Version 2006 English<>Greek dictionary, Webster's Dictionary, Oxford English<>Greek dictionary, Dorland's English<>Greek medical dictionary, English>Greek dictionary of Medical terms, Greek language dictionary by G.Mpampionitis