

## PERSONAL & CONTACT INFORMATION



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DOB	26/01/1978
NATIONALITY	Greek
YEARS PRO	10 years full time
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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, antispyware 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 i5 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 7
Cat Tools	SDL Trados Studio 2009 SP2, SDL Trados 2007 SP3, DejaVu X, Multiterm 2009 SP2
MS Office	Office 2007 SP2
DTP	InDesign, FrameMaker, QuarkXPress, PageMaker, Illustrator, Photoshop, Acrobat, CorelDraw
Localization	LocStudio, SDL Passolo 2009, Resource Tuner
Glossaries	Microsoft Glossaries, Magenta Golden Version 2010 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