

PERSONAL & CONTACT INFORMATION



SURNAME	Mouratidis
NAME	Alexandros
DOB	26/01/1978
NATIONALITY	Greek
ADDRESS	14 Koromila, 54645, Thessaloniki, Greece
TELEPHONE	+306974647390
EMAIL	alex@greektranslator.net
WEB	http://www.greektranslator.net
PROZ PROFILE	http://www.proz.com/pro/12638
MSN	alex@greektranslator.net
SKYPE	mouratidis.alexandros

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
- Two years of medical studies in an English speaking University

FIELDS OF SPECIALIZATION

- User manuals (IT, Consumer electronics)
- Localization (software, web, hardware, games)
- Technical manuals and texts

WORK EXPERIENCE

I have been working as a professional full-time freelance translator for the past 9 years. Some of the projects I have worked on in the past year are:

- Computer manuals (desktop and laptops)
- Software manuals (antivirus/firewall suite, antispyware suite, HRM suite, OS, various applications)
- Software localization (antivirus/firewall suite, antispyware suite, OS, CD/DVD burning suite, 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)
- Various 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

HARDWARE

- Core 2 Duo PC/2GB Ram/1.2TB HDD, with a fast, always-on DSL connection
- Scanner/copier/printer and fax
- Always-on, high-speed DSL connection
- Pentium M740 Sony Vaio laptop for travelling and back up
- Pentium 4 PC for backup
- Three UPS units (for the PC and DSL modem)
- Automatic daily backup

SOFTWARE

Operating Systems	Windows Vista Ultimate, Windows XP SP2 Greek & English
Cat Tools	Trados 7.5, SDLX 2006, DejaVu X, Multiterm 7.1
MS Office	Office 2007, Office 2003 SP3
DTP	InDesign, FrameMaker, QuarkXPress, PageMaker, Illustrator, Photoshop, Acrobat, CorelDraw 11
Web	DreamWeaver, Flash
Localization	LocStudio, Passolo, Resource Tuner
Glossaries	Microsoft Glossaries, Magenda Golden Version 2006 English<>Greek dictionary, Microsoft Encarta 2006 Encyclopaedia, 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