

# Christina Ermolaou

Location: Nicosia, Cyprus

Contact: christinatranslates@outlook.com

Enthusiastic translator who enjoys researching and expanding her skills in different translation areas. My experience consists of translating a variety of text types mainly from English into Greek.

## Languages

**Greek:** Native      **English:** Fluent, C1      **Spanish:** Fluent, C1

## Experience

Jan 2024 – Currently      **Freelance Translator**

Aug 2022 – Jan 2024      **Office Administrator & Translation Support**  
**StandOutEdu - Research and Educational Organization** (Nicosia, Cyprus)

- Translated the content of Erasmus+ projects from English into Greek (presentations, handbooks, guidelines; on topics including the teaching of languages, the use of technology in the modern classroom, the training of career mentors etc.).
- Handled and monitored the progress of translation projects; distributed translations to external resources/translators when demanded and assigned deadlines to meet company targets.
- Managed all the travelling, accommodation & transport arrangements for the participants in the Erasmus+ project meetings and training activities taking place abroad.

Mar 2018 – Jun 2018      **Translator (Freelancer)**  
**Transcripta Translation Services Ltd** (Valetta, Malta)

- Translated different types of certificates, contracts & summaries of EU legislation using the SDL Trados Studio Software (English - Greek and vice versa).

Oct 2017 – Feb 2018      **Translation Trainee (Erasmus + Placement)**  
**Transcripta Translation Services Ltd** (Valetta, Malta)

- Translated and revised texts from English into Greek (summaries of EU legislation, bank statements, birth certificates, passports). Did proofreading & QA of translations.
- Handled project management and CAT tools successfully - SDL Trados Studio.
- Provided administrative assistance to translation project managers. Scanned documents, prepared translation packages, delivered translations to customers, welcomed customers to the office and frequently visited the Ministry of Foreign Affairs to Apostille-certify translations.

Sep 2016 – Nov 2016      **Translator**  
**Department of English Studies, University of Cyprus**

- Translated two educational/informative books from English into Greek. The books were intended for middle and high school students in Cyprus. Subject: "Modern applications of technology: the development of Amazon and Tumblr websites".

- Sep 2020 – Jun 2021 **English Language Teacher**  
**Entelecheia Institute** (Limassol, Cyprus)
- Taught English to Greek young learners (from beginner to intermediate levels) delivering in-class and online lessons.
  - Assessed student progress and provided them with feedback.
- Jul 2021 – Feb 2022 **Front Desk Receptionist**  
**S Paul Boutique Hotel** (Limassol, Cyprus)
- Organized the front desk, created, and updated spreadsheets and other document types to ensure smooth communication between all front desk members.
  - Communicated with the housekeeping and F&B departments regarding any needs and concerns of the guests.
  - Responded to all customers inquiries in a timely and friendly manner, be it in person, over the phone, by email or through online chatting.
  - Cooperated closely with tour operators and guaranteed that all guests received the most suitable services according to their needs and schedules.
  - Entered and modified reservations on the technology system employed (Theova). Updated in real time the hotel's availability on the online room distribution system.
- Jul 2019 – Aug 2019 **Reception and F&B Assistant, Erasmus + Placement**  
**Ibis budget Hotel** (Málaga, Spain)
- Performed the check-in & check-out processes for guests.
  - Made reservations, billing, buffet reposition and prepared snacks for guests.

## Education

- 2013– 2017 **BA in English Studies (Translation Specialization: English > Greek)**  
**Grade: Distinction** | University of Cyprus, Cyprus
- 2015– 2016 **Erasmus+ Student Exchange Program (Translation & English Studies Courses; Translation from Greek into Spanish and vice versa)**  
 University of Málaga, Spain
- 2019 – 2020 **Postgraduate Diploma in International Hospitality & Tourism Management**  
**Grade: Merit** | Bournemouth University, UK
- 2019 – 2020 **Diploma in Hotel Reception Management (Language of instruction: Spanish)**  
**Grade: Distinction** | ESAH (Open Higher Studies in Hospitality; E-learning), Zaragoza - Spain