

DIMITRIOS MOUTAFIS

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Professional Summary

Freelance English > Greek Translator with 7 years of experience in managing large projects and consistently meeting deadlines under pressure. Extensive knowledge of Translation Memory software and processes. Excellent command of the Greek Language and professional knowledge of the English language. Familiarity with a wide range of writing styles & terminology, including EU texts. Outstanding time management and prioritization skills in completing time-critical projects. Eager to learn new technologies & tools.

Core competencies & specialties include: Translation, Website Localization, CAT/TEt Tools (SDL Trados Studio 2009 - 2011, WordFast), EU Affairs, Business, Communications/Marketing, IT, Social Science, Social Media.

Capacity: 2,000 – 2,500 words / day

Key Skills & Qualifications

- Diploma in Translation (DipTrans), IoLET
- Proficiency in SDL Trados Studio 2009 -2011/Wordfast
- Proofreading/editing
- Certified EFL Teacher
- Certified Social Media Marketer
- Advanced proficiency in computers (PC and Mac), software applications and the Internet
- Team spirit, strong communication skills
- Deadline-driven, quality oriented and meticulous
- Able to work under tight schedules without compromising quality

Experience

Freelance Translator, Editor/Proofreader

2007-present

Solid experience in translating & proofreading/editing business, law (general), marketing, EU and IT documents.

Projects included:

- **EU/Business/Law (general):** internal and external policies, codes of conduct, audits, government gazette issues, employee handbooks, training materials, presentations, press releases
- **Marketing/Advertising/Tourism:** white papers, press releases, internal communication, presentations, brochures, restaurant menus
- **IT/Technical:** website/software & hardware localization, operation manuals, safety manuals, product specification, online help and documentation
- **General:** education, correspondence, certificates, diplomas, CVs, online articles, citizen journalism

Major Clients (direct or indirect) included:

- Idiom Translations
- Paspартu Multilingual Translation Services
- Eurolexis Translations
- Omada TranslationTeam
- OrangeWeb.gr
- Hellenic Register of Shipping

Education

Master of Arts : Global Society and Media Communication

2013- exp. 2015

Staffordshire University

Coursework in:

- Online Communication - Print, Televisual, and Internet-based Media
- Globalization - Global Communication Flows
- Technological Developments and Processes of Globalization
- Digitalization on Media Institutions
- Differences between Local, National, and Trans-national Audiences

Bachelor of Science : Business Administration

2008 - 2012

City University of Seattle

- Emphasis on General Management
- Deans List, Spring 2009 - Winter 2011
- **Related Coursework:** Business Communications, Project Management, Marketing, Advertising, International Relations

Professional Diploma : Translation

2008 - 2010

Hellenic American Union

Topics included:

- Principles of Translation and Rudiments of Translation theory
- Science - Social Science
- Business
- European Union Affairs
- Law
- Literature

Professional Affiliations

- American Translators' Association (ATA)
- International Association of Professional Translators and Interpreters (IAPTI)

Continuing Professional Development

- Translation of European Union Texts, Professional Course – *Glossologia School of Linguistic Studies*, Oct. 2010
- SDL Trados Studio 2009, Professional Course – “*metafrasi*” *School of Translation Studies*, November 2010
- Strategic Marketing Management, Professional Seminar – *City University of Seattle*, March 2011
- Advanced Social Marketing, Professional Course – *E-Marketing Association*, August 2011
- Translation of European Union Texts, Professional Course – *Glossologia School of Linguistic Studies*, Oct. 2012
- SDL Trados Studio 2011, Professional Seminar – *Glossologia School of Linguistic Studies*, Oct. 2012

References

- Georgios N. Katsarakis – Owner, Omada Translation Team (gekat@tee.gr)
- Evdoxia Renta – Owner, Idiom Translations (info@idiom.gr)
- Vicky Ghionis – Assistant Director, Glossologia School of Linguistic Studies (vicky@glossologia.gr)