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| **Curriculum Vitae** |  |  |
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| Personal information |  | |
| First name / Surname | Elina Koutsogiannopoulou | |
| E-mail | elkoutsog@hotmail.com | |
| Nationalities | Greek and Austrian | |
| Date of birth | April 27, 1983 | |
| Gender | Female | |
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| Occupational field | Translation English – Greek, German – Greek, and vice versa  Greek proofreading | |
| **Fields of expertise:** | General, Websites, Mobile applications, Travel and Tourism, Gambling, Technical (especially Civil Engineering related), etc. | |
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| Dates | **2013 - present** | |
| Occupation or position held | **Editor and Project Manager for WordReference** | |
| Main activities and responsibilities | Translating and editing dictionary entries for the English-Greek and the Greek-English dictionaries   * Translation of entries in both language pairs * Creation of Greek base dictionary * Proofreading entries * Managing a team of editors, scheduling work, and training new editors | |
| Name of employer | WordReference.com LLC, Vienna, USA | |
| Dates | **2011 - present** | |
| Occupation or position held | **Freelance translator** | |
| Main activities and responsibilities | Translation (English-Greek, German-Greek, and vice versa) of documents/texts such as:   * Scientific articles, studies, and journals; mostly for engineering students * Websites (e.g. [www.victoriamilan.com](http://www.victoriamilan.com), [www.english-attack.com](http://www.english-attack.com), [www.u-lace.com](http://www.u-lace.com), [www.classmarker.com](http://www.classmarker.com), [www.deutsch-im-trend.com](http://www.deutsch-im-trend.com), [www.rummyroyal.gr](http://www.rummyroyal.gr), <http://visa-us.org/gr/home-gr/>, [www.litecoin.com](http://www.litecoin.com), etc) * Blog articles and website content * Mobile applications (e.g. Yazio, WordReference) * State documents (birth certificates, marriage certificates, divorce papers, etc) * Subtitles for videos on Youtube (via Dotsub) * Books and stories (e.g. Keeper of the Calla, eBryan Publishing House) * Brochures, advertisements, questionnaires * Online courses for sales representatives * Product descriptions for e-commerce use * Menus and manuals for cell phones | |
| Name of employer | E-L Translations, Digisec S.A., Consider Consultancy, Sky Publishers S.A., eBryan Publishing House, English Attack! LLC, Trip Advisor, Scandinavian E-commerce, Î.C.S. Development Solutions S.R.L. , etc | |
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| Dates | **2007 - 2010** | |
| Occupation or position held | **Civil Engineer** | |
| Main activities and responsibilities | Although hired as a civil engineer, the activities performed included translating documents of various types from English to Greek and vice versa. Examples of translated documents:   * Technical descriptions and specifications of construction projects * Tender Documents * Contracts and agreements * User guides and manuals * Emails and other correspondence | |
| Name of employer | ENVIROPLAN S.A., Athens, Greece | |
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| Education |  | |
| Dates | **2001 - 2007** | |
| Title of qualification awarded | **Master’s Diploma in Civil Engineering** | |
| Name and type of organisation providing education and training | National Technical University of Athens | |
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| Training  and Certificates |  | |
| Date | **1999** | |
| Title of qualification awarded | **Certificate of Proficiency in English** | |
| Principal subjects/occupational skills covered | English language | |
| Name and type of organisation providing education and training | University of Michigan | |
| Date | **1998** | |
| Title of qualification awarded | **Zentrale Mittelstufenprüfung** | |
| Principal subjects/occupational skills covered | German language | |
| Name and type of organisation providing education and training | Goethe Institut | |
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| Personal skills and competences |  | |
| Mother tongues | Greek and German | |
| Other languages | Italian (basic knowledge) | |
| Computer skills and competences | SDL Trados, Word, Excel, PowerPoint, Internet, Outlook, Adobe Acrobat, AutoCad, basic html knowledge | |
| Interests | Travelling; Literature; Sports; Films | |
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