

Gavriella Papayianni

13 Koletti Street, Strovolos, Nicosia – 2028, Cyprus
+357 99 605 173 | gavriella3572@hotmail.com

A highly capable and competent Translator and Media Analyst with extensive and demonstrable experience with the translation of documents/language and analysis/coverage/reporting of media-related information. A highly determined, focused and conscientious individual who takes great pride in delivering work to an exemplary standard. Extensive experience of working within a variety of well-known, prestigious and highly respected International organisations, including the US Embassy in Cyprus, the European Commission and the United Nations. Currently seeking a challenging and mutually rewarding employment opportunity where I can continue to build on my existing experience and skills, whilst continuing to add value to my employer.

Key Professional & Personal Competencies

- Strong communication skills
 - Keen eye for detail
 - High levels of integrity
 - Responsible and adaptable
 - Excellent problem solving and analytical skills
 - Excellent interpersonal skills
 - Self-Motivated
 - Quick and accurate judgment abilities
 - Open minded and willing to learn
 - Able to perform under pressure and meet deadlines
-

Professional Work Experience

Recent Employer: US Embassy, Nicosia

Position: Translator & Media Analyst

Dates of Employment: January 1995 – September 2018

Key Duties/Responsibilities:

- Translation of targeted and regional media information/news from Greek to English.
- Preparation of reports relating to media behaviour/reaction to specific events in the region.
- Monitoring/analysis of various media channels to identify emerging and relevant news/information.
- Preparation of Media Guides for Greece and Cyprus.
- Preparation of Media Highlights including Video and Photographic evidence for Management.
- Participation in US Embassy meetings on the ongoing political situation in Cyprus.
- Creation and publishing of content on internal website.
- Video and media editing, including voice and subtitling.

Current Position: Freelance Translator, Cyprus

Dates of Employment: April 1990 – Present

Selected Clients: European Commission/United Nations/Hermes/MEGA TV & Lumiere TV

Key Duties/Responsibilities:

- Translation of reports, books, websites, audio etc. from Greek to English, English to Greek and from French to Greek/English.
- Checking translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- Referring to reference materials such as dictionaries, lexicons, encyclopedias and computerised terminology banks as needed to ensure translation accuracy.
- Converting text and audio recordings from one language to another.
- Editing content with an eye toward maintaining its original format (e.g. font and structure).
- Ensuring translated content conveys original meaning and tone.
- Proofreading translated texts for grammar, spelling and punctuation accuracy.
- Following-up with clients to ensure translation meets their needs and expectations.

Previous Employer: Barclays Bank, Nicosia

Previous Position: Local Administration Officer

Dates of Employment: November 1981 – April 1990

Key Duties/Responsibilities:

- Performed general bookkeeping duties.
 - Conducted periodic bank account reconciliations.
 - Translated various documents.
-

Academic Qualifications

Dates: 1978 - 1981

Establishment: Universite de Paris VII - Paris

Qualification: Licence d' Anglais (UK equivalent: Bachelor of Arts in English Language)

Dates: 1972 - 1978

Establishment: Acropolis Lyceum Nicosia

Qualification: High School Leaving Certificate - Apolytirion (19 6/12)

- Certificat d' Initiation aux Etudes Francaises (mention honorable)
 - Certificat Elementaire de Langue Francaise (mention honorable)
 - Diplome de Langue Francaise (mention tres honorable)
 - LCCI: Intermediate (Distinction), Elementary (Distinction)
 - Exchange Control & Foreign Investment - Institute of Bankers (London)
-

Technology & Languages

- Microsoft Office, HyperSnap (Screen Capture Tool), Camtasia Studio (Video Editing Software)
 - Native Greek, Fluent English, Fluent French & Basic German
-

References Available Upon Request