

Curriculum Vitae

Theodore Manoussos | Translator/Reviser/Subtitled

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Career Summary

2021-Present	Freelance translator/Reviser/Subtitled
<u>Fields of specialization</u>	<p>Working as a freelance translator/reviser/subtitled for technical texts from English to Greek</p> <p>Technical: Automotive (User and maintenance of automotive manuals), Transport, Farming machinery, agriculture equipment, maritime sector (including container shipping companies, logistics providers, offshore energy developers, and deep-sea mining companies)</p> <p>Medical: Pharmaceuticals, medical devices -Hospital equipment -User manuals, product descriptions, brochures/ booklets, EMA submission material (SPC, PIL, Labelling), Clinical studies (Reports, protocols, forms, Medical questionnaires, Medical software</p> <p>Marketing/Gaming: Entertainment, Sports and Gaming, Department Stores - Retail, airlines, cosmetics, social media, Tourism, Newsletter. Riot games, (valorant, league of legends (Full localization, dialogue adaptation and terminology for the premier online arena game), wild rift)</p> <p>IT: Application Software, User Assistance, Computer Hardware, Internet Software & Services, Networking Equipment - Communications</p> <p>Consumer Electronics: Electronic & Electrical Equipment</p> <p>Legal: confidentiality agreements, certificates, contracts, terms of use, Maritime law and regulatory frameworks</p> <p>Finance/economics/Logistics: supply chain planning and operations, Business administration, H&M, P&I, cargo insurance</p> <p>Subtitles: BTI Studios, Deluxe Entertainment, Sphera, Woods TV, Greek National Television ET-1.</p> <p>Subtitling software: EZTitles, Subtitle Edit, Subtitle Workshop (independent user), Visual Sub Synch (basic user).</p> <p>Audio Visual Enterprises, Athens, Greece • Subtitling of films, documentaries and TV series - for DVD and theatrical release. • Script translations Over 80 books, over 100 films, documentaries and series episodes, numerous texts. Subtitle creation.</p>
2009-2021	SDL HELLAS
Key Responsibilities	<p>General Manager-Language Office Director</p> <p>Set up SDL's (currently RWS) Greek Language office from scratch 12 years ago. Involved in all aspects of such setup (Physical location, signed first contracts (ISPs, Utilities, Banks, etc.)</p> <p>Successfully managed the production site for all translations into Greek and Bulgarian for the entire period of operation.</p> <p>More than 70 of the top 100 biggest clients covering all major industries including media services were handled by our office and gave us the experience required nowadays on such specializations.</p>
1996 - 2009	ARCHETYPON S.A., Greece
	Project Manager-Translation-Localization
	<p>One of the largest translation companies in Greece, Archetypon S.A. offered Translation services to biggest clients around the world ranging from European Parliament and other EU bodies to Microsoft and other clients of this rank. My basic duties covered areas such as managing large translation/localization projects to cost</p>

and time, and managing project delivery to end clients. In the earlier days translation, localization, proofreading and Quality assurance were also part of my basic duties.

Key Responsibilities

- managed software localization and compilation as well as translation projects, Media Projects
- **Subtitling** and QC of films and series for DVD, theatrical release and online media
- processed website localization and website design projects
- processed technical documentation projects (software, hardware, telecommunication, medical systems) and help reference systems, marketing materials,
- Glossary support/maintenance as well glossary tool development for database management was also my responsibility

1994-2009

Audio Visual Enterprises, Athens, Greece
Freelancer

Key Responsibilities

- Subtitling of films, documentaries and TV series - for DVD and theatrical release.
 - Script translations
- Subtitling experience includes translation, proofreading and editing of several hundreds of audiovisual projects, i.e. major feature films, documentaries, filmed theatre plays, musicals, short films, shows and series episodes, trailers, stand-up comedy shows, commentaries, advertisements, technical descriptions and all kinds of bonus material for DVDs, Voice Over scripts, QC, spotting, transcription and script translation, organizing and managing translation teams to complete extensive subtitling projects, always ensuring punctual delivery of highest quality subtitles, as well as evaluating and training translators, proofers and new recruits, preparing linguistic style guides and instructions, etc.

1988 - 1994

DOFASCO Inc., Canada
Metallurgical Engineer

Dofasco is Canada's leading steel producer and a hallmark of advanced manufacturing in North America. In the steelmaking industry, quality assurance and compliance procedures cover a wide range, from the production process, which affects the health and safety of employees, to the end-client products which adhere to predefined quality specifications. Those objectives were achieved through the combination of prediction, proper planning, and continuous monitoring, which were my basic responsibilities as a Metallurgical Engineer.

EDUCATION

- The Hellenic Open University (Informatics- Software, Network fundamentals)
- University of Toronto (Dept. of Metallurgy & Materials Science)
- Ryerson Polytechnical Institute (Audiovisual translation & Subtitling -Mathematics & Chemistry)
- Μεταφραση, School of Translation (ADVANCED SUBTITLING)

Working languages:

- Greek (Native Speaker-Fluent),
- English (Fluent)
- French (Proficient)

[References available on request](#)