



Vasiliki Stamatiou

Curriculum Vitae

Summary

September 2016 – May 2017
Project Manager at Technical Translations

Duties:

- Receive and assign the project.
- Monitor project progress and set deadlines.
- Solve issues that arise.
- Evaluate project performance.
- Quality assurance of the project before delivered back to the client.

June 2012 – Present

Freelance Translator

Certified multilingual translator specialising in French and English, with experience in legal documents, agreements, corporate documents, quality assurance, business, finance, marketing, technical manuals, technical standards, automotive, engineering, construction materials, packaging, medical notes, medical devices, UI, EU documents and standards and gaming. Also, MTPE, QA checking, Editing, Review. Offer strong attention to detail, excellent communication and project management skills.

Experience

- Translation and formatting of more than 3000 ISO certificates, EC declarations of conformity, National Standards, GDPR policies.
- Translation and editing of EU documents and amendments, collaborating with a team of translators and project managers to ensure the successful completion of multiple large-scale projects.
- Review Language Lead for a huge Construction Gaming company, playing a key role for delivering best quality to the client in strict deadlines.
- Senior translator in packaging systems for the biggest packaging company in Europe since 2014. Translation of all technical manuals, bulletins, modifications and machine variations, new machinery and policies.
- Huge automotive translation experience both in French and

29B Votsi Street
Athens, Greece, P.C.
17236

+306973041848

v.stamatiou@live-translations.gr

English.

- Translation and MT post-editing for Canon medical devices.
- Translation and review banking/finance documents, balance sheets for known financial institutions.
- Translation and formatting of agreements, corporate documents, banking and legal documents.
- Great experience in translating marketing brochures and commercials.
- Great experience in translating UI documents.

Education

2023: Certificate in Business Translation with honors – meta|φραση school

2020: Certificate in MTPE by SDL - SDL Language Technologies

2019: Certificate in EU Documents terminology – EL-translations

2016: Certificate in Consecutive Interpretation – meta|φραση school

2015: Certificate of Maritime Operations and Supplies Management - Athens National University

2015: Certificate of Maritime Business Management – Athens National University

2015: Certificate in Technical Documents terminology – meta|φραση school

2014: Certificate in Medical Documents terminology – meta|φραση school

2014: Certificate in Legal Documents terminology – meta|φραση school

2013: Certificate in Technical translation and CAT Tools – EL-translations

2011: Master's degree in Literature, philosophy, history and human sciences translation – IFG Institut Français de Grèce

2006: Bachelor's degree in French Language and Literature – Athens National University

Skills

- CAT tools – Trados Studio, Wordfast, MemoQ, Memsource, Transit NXT, XTM
- Machine translation post-editing
- Microsoft Office Suite
- Project management

Strengths

Attention to detail

Reducing grammatical errors by 40% through implementation of rigorous proofreading and quality assurance.

Communication

Successfully managed communication with French and English clients.

Project Management

Completed multiple translation projects on time and in accordance with client specifications resulting in a 95% satisfaction rate.

Recommendations

Available on request.