CURRICULUM VITAE

**EFTYCHIA STAMATOPOULOU**

Personal Data

**Name:** Eftychia Stamatopoulou

**Address:** Pezortis Street,Mikri Mandinia

 24100 Kalamata, Greece

**Marital status:** single

**Date of birth:** 27.01.1976

**City of birth:** Athens

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evastam@otenet.gr

**SKYPE:** evastama1

# EDUCATION

Nov. 1993 – Nov. 2002 Ionian University, Corfu

Department of Foreign Languages, Translation and Interpreting – Diploma (Ptychion) in Translation

Specialty: **Technical** **and Literary Translation**

Graduation mark: **7, 68** points (**very good** or “**B**”)

University of East Anglia, Norwich, United Kingdom

**MA in Literary Translation** (1st semester)

1.4.1997-19.7.1997: Johannes-Gutenberg University Mainz, Germersheim, Germany

 European student exchange program ERASMUS

2003 Acquisition of the Großes Deutsches Sprachdiplom from the Goethe Institut, Athens

1988 – 1993 German School of Athens (graduation mark: **A**), German Diploma (equivalent to A level exam)

1989 acquisition of the First Certificate in English, Cambridge

1991 acquisition of the Proficiency in English diploma, Cambridge

## FOREIGN LANGUAGES

**English** expert level

**German** expert level

**Greek native language**

## COMPUTER LITERACY

Literacy in Word 2003, Excel 2003, PowerPoint 2003, Outlook, Outlook Express, Windows XP, Windows Vista and Windows 7,Windows 8.1, exploration of the internet (Mozilla Firefox, Google Chrome, Internet Explorer)

Literacy in Word 2007, Excel 2007, PowerPoint 2007

Literacy in Office 2013 and Office 365

CAT tools:

 SDL TRADOS Suite 2017 Freelance Edition + SDL Multiterm 2017

Alchemy Catalyst

SAP GUI

MemoQ

 STAR Transit

SDLX

PDF X-Changer Viewer

## SEMINARS

October 1999: 2nd Congress with the title “Hellenic Language and Terminology”, Athens, IFA

June 2005: “The Businesspeople of Today”, seminar by the Agricultural Bank of Greece, Athens

February 2008 Trados 2007 Certification Seminar at ORCO, S.A., Athens

**SOFTWARE:**

Windows 8.1 Home Edition

Office 365 (Word, Excel, Powerpoint, Outlook)

Acrobat Reader 8.0

SDL TRADOS Suite 2017 Freelance Edition + Multiterm + SDLX 2007

PDF X-Change Viewer

## PROFESSIONAL EXPERIENCE

06.09.2011 – today: Work as a **freelance translator** in Kalamata and Athens, Greece

* + 1. – 04.09.2011: Work as a **freelancer** (DE-EL and EN-EL) at SDL Hellas, Attica

03.2003 – 05.09.2010: Work as a **translator, interpreter, editor** and **PM** in the self-owned agency in Kalamata and Athens (B@bel Translations) between 2003 and 2006, and as a **freelancer** between 2006 and 2010

Aug. 2001 – Aug. 2002: Co-operation with the Localization and Translation Agency “Softlab”, Athens as a freelance **translator**

July 2000 – October 2000: External cooperation with the Translation Company ‘**Alphabet’** in Athens as a freelance **translator**

1999: Work as a tourist guide (DE-EL, EL-DE) mostly with AIR TOUR GREECE Corfu + Chalkidiki (now: TUI HELLAS) on Chalkidiki

1998: Work as a tourist guide (DE-EL, EL-DE) with AIR TOUR GREECE Corfu (now: TUI HELLAS) on the island of Corfu

**NON-ACADEMIC/PROFESSIONAL ACTIVITIES:**

1. Voluntary translation of the documentation of the Hellenic Helsinki Watch (December 2004)
2. Voluntary translation of the documentation website of the NGO “Arc of the World” (2012, EL-EN), (2014, EL-EN)

**Eftychia Stamatopoulou (2003 – 2017) - Samples of projects**

**PROJECT SUMMARY 2000 –2017:**

**LOCALIZATION:**

* 1. **Websites:**
1. [www.acdelco.eu.com](http://www.acdelco.eu.com) (EN-EL) (2007)
2. <http://www.2evi.cc/html/coi_sv_st_de/cross_of_ideology_intro_st_sv_de.htm> (DE-EL) (2007)
3. <http://www.gothaplast.de> (DE-EL) (2007)
4. <http://www.sykiki.gr> (EL-EN) (2010)
5. [www.enastronvillas.gr](http://www.enastronvillas.gr) (EL-EN) (2011)
6. [www.kamarivillage.gr](http://www.kamarivillage.gr) (EL-EN, EL-DE) (2012)
7. [www.elektrahotelspa.gr](http://www.elektrahotelspa.gr) (EL-DE, EL-EN) (2012)
8. [www.fxtrading24.ch](http://www.fxtrading24.ch) (DE-EL) (2012)
9. <http://www.ok-rethymno.gr> (EL-DE + EL-EN) (2014)

* 1. **Cell phones / software localisation:**
1. SIEMENS Cell Phone Suite + HTML Help Files (EN-EL) (2003)
2. LYNX-SPECTRA (DE-EL) (2006) (software of a pharmaceutical packaging device)
3. Software localization: SAP menu (DE-EL) (2007-2008, 2008-2009, 2009-2010) on behalf of Softproviding S.A., Switzerland
4. **CATALOGUES:**
	* 1. GERLACH GEHWOL(2006-07) (DE-EL) (foot care equipment)
		2. Spelsberg Catalogue (2007) (DE-EL) (electric equipment)
5. **MARKETING MATERIAL:**
	1. ACDelco Posters (EN-EL) (2005) (automotive parts company)
	2. Ford Dealers Newsletter (EN-EL) (2010)
	3. Evobus marketing material (DE-EL) (2010)
	4. Lafarge, Greece (various marketing material (EN-EL) (2010)
	5. TEVA, Israel, FAQs (EN-EL) (2013)
	6. GEHWOL, Germany (DE-EL) labelling and marketing material (2003- 2015)
6. **MANUALS - USER GUIDES – TECHNICAL SPECIFICATIONS**

 **a)** Air heater (DE-EL) (2006) (Energietechnik GmbHSeibold & Partner)

 **b)** Labelling device (2005) (DE-EL) (Schleuter Maschinenbau GmbH)

 **c)** Underfloor heating systems (2003) (DE-EL) (Dimplex, GOK)

 **d)** Relays (2007) (EN-EL) (ABB)

**e)** UPS (2007) (EN-EL) (Siel: Green Point and Safepower) (2007)

 **f)** OLYMPUS Digital Camera C-7070 (EN-EL) (2005)

 **g)** Packaging machine, (DE-EL), 2009

**h)** Adsorption dryer (DE-EL), 2009

**i)** Microelectronics, air turbine and electronic boards(GE France, using MemoQ)

(EN-EL) (2011)

**j)** GE Energy, EX 2100e Exciter Control (2011-2012) (EN-EL)

**k)** GE Energy, Mark Vie Controllers UCCx and UCSx (2011-2012) (EN-EL)

**l)** GE Energy, EX2100e Touchscreen Local Operator Intenrface (2011-2012) (EN-EL)

**m**) GE Power Systems,Extraction Check Valve Maintenance (2011-2012) (EN-EL)

**n)** GE Power Systems,Hydrogen System Maintenance - 7H2, 7FH2, 9H2 and 9ECH2 Generators (2011-2012) (EN-EL)

**o)** Fisher ED® and EAD easy-e™ Valves (2012) (EN-EL)

**p)** IPMforwarder(DE-EL) (2014)

**q)** EOS Laser Sintering Machines M280 and P110 (DE-EL) (75,000 words) (2014)

**r)** Pressure welding machine**,** Kunz Maschinenbau, User Guide, (DE-EL) (40,000 words) (August 2014)

**s)** Westomat (17.000 words) StrikoWestofen GmbH) (DE-EL) (2014)

**And a lot more…**

1. **EUROPEAN PATENTS - STANDARDS:**
	1. 1-21: microelectronics, mechanical engineering, chemistry, industrial etc.(2003-2005) (EN-EL, DE-EL)
	2. 22-23: biology, medical- technical (2006-07) (DE-EL)
	3. ELOT Standards, EN-EL (2008)
	4. EPO Patent (24): engineering (EN-EL) (2010)
2. **MEDICAL (reports, medical-technical, pharmaceutical)**

**Medical – pharmaceutical, dentistry and veterinary:**

1. medical reports from private clients (2003-2007) (EN-EL, DE-EL)
2. Clinical study on infantile hypophosphatasia (2009, EN-EL)
3. Feline dentistry files (DE-EL) (2003)
4. Jenx Limited Product Inspection Log(EN-EL) (2006-2007)
5. Clinical diary EMR200025-001 (DE-EL) (2006)
6. Medical log (EN-EL) (2005-2006)
7. Pharmaceutical case study: (EN-EL) (2005) (NOVARTIS) (ELC200/StalevoTM (carbidopa/levodopa/entacapone)

**I)** SPC Magnetolux®, solution for injection (EN-EL), 2009

1. Medical questionnaire (EN-EL) (2005-2006)
2. Revised SPC Magnetolux, solution for injection (EN-EL), 2010
3. Equivabone (EN-EL), 2009
4. Biological Indicator STERRAD® 24 CycleSure®, 2009, (EN-EL)
5. Various products with negative pressure (2008), (EN-EL)
6. Foot Levellers (medical report) (podiatric medicine) (EN-EL) (2010)
7. Online medical survey (Perceptive Informatics) (EN-EL) (2010-2015)
8. Fortoss VITAL mixing instructions (2011) (EN-EL)
9. IFU Aqium 3D precision impression material, Muller Omicron (2011) (DE-EL)
10. SmPC and PIL Diavene ®(2015) (EN-EL)

 **Medical – technical:**

**a)** BIOTRONIC Heart electrode (DE-EL) (2006)

**b)** Immunoassay system (EN-EL) (2006) (OLYMPUS AU3000i)

**c)**  Respirator system (DE-EL) (2003) (SMARTAIR)

**d)** Bipolarelectrosurgical system (**Celon**Forceps / **Celon**Cable *FO*) (DE-EL) (2004)

**e)** Surgeons' tools and equipment (2008) (DE-EL, EN-EL) (Maquet)

**f)** Cold light fountain Halogen 150 (DE-EL) (2010)

**g)** Coldlight fountain Halogen 150 twin (DE-EL) (2010)

**h)** Le Maitre Vascular, catheters (EN-EL) (2012)

**i)** Maquet surgical equipment, proofreading (DE-EL), 2012-2017

**j)** Maquetsurgical equipment, translation + proofreading (DE-EL) (2017)

**l)** **Dental: 1)** dental turbine (DE-EL) (2003) (Synea HS)

 **2)** endomotorVDW.SILVER® RECIPROC® (2010) (DE-EL)

 **3)** endomotorVDW.GOLD® RECIPROC® (2011) (DE-EL)

 **4)** GUTTAFUSION® Obturators (DE-EL) (2012)

 **5)** GUTTAFUSION® Oven (DE-EL) (2012)

And a lot more…

1. **FINANCIAL**
	1. Audited report (2004) (EN-EL) (SOGELUX FUND)
	2. Statements of account (2003-2004) (EN-EL, DE-EL) (private clients)
	3. Website translation: [www.fxtrading24.ch](http://www.fxtrading24.ch) (DE-EL) (2012)
2. **LEGAL**
	1. Variouscontracts (EL-EN), (EL-DE) (2003-2007) (private clients, MISKO)
	2. LENOVO Partner Network Agreement (EN-EL) (2007)
	3. Statute of ver.di (Vereinte Dienstleistungsgewerkschaft) (DE-EL) (2006)
3. **AUTOMOTIVE**
	1. FORD: Technician’s manual(DE-EL) (2000)
	2. SKODA FABIA & OCTAVIA: Working Positions (EN-EL) (2004-2005)
	3. FORD (EN-EL) (2009)
	4. Mercedes-BENZ: Technicians’ manuals (WIS) (DE-EL) (2010)
	5. Evobus (DE-EL) (2010)
	6. SKODA, Infotainment System (DE-EL) (post-editing) (2013)
4. **GENERAL:**
	1. Older People’s Newsletter, EPIC Trust (EN-EL) (2010)
	2. Magazine LAMINATE Flooring (laminate floors, EGGER) (2014, EN-EL)
5. **GOVERNMENT**
	1. UK Claim Form (EN-EL), 2010
6. **COSMETICS**
	1. Many packages for cosmetic products (EN-EL, DE-EL) (Gehwol) (2003-2014)

**SOURCE LANGUAGE:** English - German

**TARGET LANGUAGE:** Greek

**QUALIFICATIONS**: BA IN TECHNICAL TRANSLATION

**MINIMUM CHARGE**: 5 EURO

**EXPERIENCE**: 15 YEARS

**SPECIALISM(S):** PATENTS, MEDICAL, MEDICAL-TECHNICAL, PHARMACEUTICAL, DENTAL, HEALTHCARE, ONLINE SURVEYS, QUESTIONNAIRES,

ENGINEERING, MECHANICAL, ELECTRICAL, ELECTRONICS, INDUSTRIAL, USER MANUALS, ETC.