


## PERSONAL INFORMATION

## Maria Xanthopoulou

📍 72 Skra Street, 17673 Kallithea, Athens (Greece)

☎ (+30) 6995454549 📠 (+30) 6994989380

✉ info@translationembassy.com

🌐 <http://www.translationembassy.com> 🌐 <http://www.proz.com/profile/1206701>  <http://linkedin.com/in/mariaxanthopoulou>

## PERSONAL STATEMENT

I am an official translator and conference interpreter with international experience in several multicultural environments. A solid academic background in translation and law, as well as valuable professional experience throughout Europe are the characteristics which resulted in my advanced intercultural communication skills. With a deep linguistic and cultural knowledge I intermediate between cultures and make sure customers' choices are successfully transmitted to the targeted audience.

**PROFESSIONAL ROLES:**

- Conference interpreter
- Legal and community interpreter
- Liaison interpreter
- Official (certified) translator
- Specialised translator

**LANGUAGES:** English, Turkish, German, French, Greek

## WORK EXPERIENCE

1/9/2015–Present

**Conference Interpreter - Official Translator**

Translation Embassy, Athens (Greece)

**Interpreting / Translation:** Assignments in various fields of expertise, namely legal and EU affairs, immigration and asylum, business and marketing, finances, technical and medical issues, agriculture / environment, social sciences, websites and apps, negotiations e.t.c.

Please check the attachment for an overview of completed interpreting and translation projects.

[Related document\(s\):](#) Projects statistics.pdf

1/8/2013–31/8/2015

**International Customer Engagement Representative**

SurveyMonkey Europe, Lisbon-Dublin (Portugal-Éire/Ireland)

Working in the multinational team based in Lisbon and Dublin with responsibilities in the following areas:

- **Localisation:** This involves accomplishing Language Quality Assessments for the Turkish version of corporate websites, manuals and user interfaces of the platform, running reviews and improving localised content mainly in Turkish, as well as responding to translators' queries / clarifications for all languages.
- **Providing support** to English, Turkish and German speaking customers in the company's Customer Operations Centre. This involves troubleshooting billing and technical issues, consulting, coordinating, helping with the organisation and conducting of surveys and explaining our product and services.
- **Training:** This involves mentoring new hires in order to help pass the knowledge to young members of the team and help them succeed in their duties.

1/4/2012–31/5/2013

**Project Manager - Translator**

Urban Translation Services, Istanbul (Turkey)

- **Project management:** This field involved coordination of projects, managing the translation team, running quality checks on translations and providing feedback both to translators and clients.
- **Translation and review:** translation of product user manuals for the household appliances manufacturer Arçelik and review of press releases for the Investment Support and Promotion Agency of Turkey.

1/1/2009–31/3/2012

### Freelance Translator and Interpreter

As a freelance translator and interpreter I worked in connection with translation agencies but also with direct private clients (individuals or companies). Project areas: legal, technical, patents, medical, financial, EU affairs, websites, apps e.t.c.

## EDUCATION AND TRAINING

---

2009–2011

### Master's degree, Conference Interpreting

Aristotle University - Conference Interpreting, Thessaloniki (Greece)

- **Consecutive and simultaneous** interpreting
- Additional courses: Modern European History, Psycholinguistics, EU policies, EU history, voice coaching and language enhancement in all working languages

2003–2008

### Bachelor's degree, Language Interpretation and Translation

Ionian University, Corfu (Greece)

- **Technical, political, financial, legal and medical** translation
- Additional courses: linguistics, text analysis, foreign language enhancement, introduction to domestic and European law, economics, political science, foreign and Greek literature e.t.c.

9/2017–Present

### School of Law

National and Kapodistrian University of Athens, Athens (Greece)

- **International Law:** International Protection of Human Rights, Law of Aliens, Public International Law, European Law, Private International Law etc.
- **Private Law:** General Principles of Civil Law, Family Law, Intellectual Property etc.
- **Public Law:** Constitutional Law, General Administrative Law, Civil and Social Rights, Parliamentary Law etc.
- **Criminal Law:** General Principles of Criminal Law, International Criminal Law etc.
- **History/Theory of Law:** History of Law, Introduction to the Discipline of Law, Ecclesiastical Law, Ancient Greek Laws etc.

3/2014–Present

### Seminars

**SETA: Foundation for Political, Economic and Social Research (Istanbul, Turkey), 2015-2016**

- Seminars about various current issues pertaining to Turkish internal/foreign policy and financial situation. A full list of the topics is available in my [LinkedIn profile](#).

### Online courses through coursera.org

- Constitutional struggles in the Muslim world (*University of Copenhagen*) - 2014
- Digital marketing channels: The Landscape (*University of Illinois at Urbana-Champaign*) - 2015

7/2011–12/2012

### Turkish Language and Literature

TÖMER Institute - University of Ankara, Istanbul (Turkey)

- Turkish language
- Higher diploma of Turkish as a foreign language granted by TÖMER

- 2/2011–6/2011 **Turkish Language and Literature**  
Bosphorus University, Istanbul (Turkey)
  - Turkish language and literature
  - English for International Relations
- 1/9/2010–30/9/2010 **Conference Interpreting - Intensive Course**  
Johannes Gutenberg-Universität Mainz, GERMERSHEIM (Germany)
  - Simultaneous, consecutive and liaison interpreting
  - Mock conferences
- 15/7/2009–15/8/2009 **Czech Language and Literature**  
Palacký University in Olomouc, Olomouc (Czech Republic)
  - Summer School of Slavonic languages
  - A1 level diploma in Czech
- 2007–2008 **German Language and Literature**  
Leibniz Universität Hannover, Hannover (Germany)
  - German language (grammar, oral, writing, reading etc)
  - Translation
  - German literature, history and culture
- 2006–2007 **Translation Internship**  
Université Marc Bloch de Strasbourg, Institut de Traduction, Interprétation et Relations Internationales (ITI-RI), Strasbourg (France)
  - Translation and subtitling
  - French language and Culture
  - German

## PERSONAL SKILLS

---

**Communication skills** Native language: Greek

**Other languages:**

- English: C2 level
- French: C2 level
- German: C2 level
- Turkish: C2 level
- Spanish: B2 level
- Portuguese: A2 level

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user - **Common European Framework of Reference for Languages**

**Digital skills** Windows, Mac, SDL Studio 2017, MemoQ, workspace, TTW 10, InterpretBank, X-Bench, Tag Editor, ABBY Fine Reader

## ADDITIONAL INFORMATION

## Memberships

- Panhellenic Association of Translators
- Panhellenic Association of Professional Translators Graduates of the Ionian University
- Pancyprian Union of Graduate Translators & Interpreters

## Volunteering

**Community interpreter** | *Special Olympics World Summer Games ATHENS 2011*

**Organizational duties** | *BALKAN SQUARE - Municipality of Neapoli, Thessaloniki - September 2009*

**Translator** | *Intellectum Magazine (local magazine of Thessaloniki) - July 2007*

## ATTACHMENTS

- Projects statistics.pdf

## Projects statistics.pdf

MARIA XANTHOPOULOU

Official Translator and Interpreter, Ionian and Aristotle University Graduate





Member of PEEMPIP, a member association of FIT and EULITA








Evias 11, 66100 Drama, Greece, Tel. +30 6995454549

info@translationembassy.com | [www.translationembassy.com](http://www.translationembassy.com)


### Statistical data for the period 2015-12/2018





#### Legal translations:

-  Business: statutes, deeds of incorporation, registrations to the chamber of commerce, partnership and co-operation agreements, leasing and sales agreements, employment contracts, internal regulations (19,300 words)
-  Institutions and NGOs: statute and registration to the chamber of commerce (6,000 words)
-  Court: civil lawsuits regarding violations of intellectual property rights, social security issues, divorces and other family affairs, child custody after divorce, inheritance affairs, interim protective measures, trial minutes, rulings, sworn statements, criminal lawsuits, investigations for economic crimes (22,200 words)
-  Administration: Legislation, Orders, Regulations, Circulars, Decisions etc. (5,000 words)






-  Technical contracts: photovoltaic systems, patents, power corporation sales agreement (6,000 words)
-  T&Cs/Terms of use: mobile SIM card, electronic services accounts, paysafecash T&Cs (7,100 words)
-  Insurance contracts (1,000 words)
-  Notarial acts: Power of attorney, certificates of succession, wills, deeds of adoption, claim letters etc. (5,700 words)
-  Military documents (1,000 words)
-  Police documents (1,600 words)
-  CVs, cover letters and official (certified) translations of degrees and certificates (marriage, birth, residence, legal capacity to marry, family record etc.) (5,900 words)

#### Medical translations:

-  Medical reports (Doctor opinions, CT and MRI controls, histological reports, findings reports following colonoscopy or other examinations, patient history etc.) (21,600 words)

-  Medical websites - diseases and treatment methods (7,500 words)
-  Forensic reports (1,700 words)
-  Medical herbs (1,000 words)
-  Dentistry products and tools - description and instructions for use (1,500 words)

#### Business and finances:

-  Business correspondence and business offers (9,200 words)
-  Product descriptions and instructions (labels and booklets): pet food and fish products, peat fertilisers, batteries, baby products, wines, turntable, Istikbal products, cleaning products (12,700 words)
-  Accounting and tax documents: payslips, accounting reports, tax statements, balance sheet, invoices and receipts (8,300 words)
-  Bank documents about fraud and money laundering controls (2,000 words)
-  E-money: Safety information to consumers and precautions against

**MARIA XANTHOPOULOU**

Official Translator and Interpreter, Ionian and Aristotle University Graduate  
Member of PEEMPIP, a member association of FIT and EULITA  
Evias 11, 66100 Drama, Greece, Tel. +30 6995454549

[info@translationembassy.com](mailto:info@translationembassy.com) | [www.translationembassy.com](http://www.translationembassy.com)

fraud and money laundering for  
**Skrill and paysafecard** (4,000 words)

✚ Cryptocurrency (450 words)

**Marketing**

✚ Games: game titles, advertisements and descriptions (20,000 words)

✚ Mobile content: application titles and descriptions, video titles, video descriptions, stickers, emoticons, wallpapers, quizzes (10,000 words)

✚ **paysafecard/Paysafecash**: social media campaigns, marketing emails, web ads and web announcements about the promotion of new products (paysafecard Mastercard and my paysafecard), company awards, company history, contests, lotteries, tournaments, games, events and offers in relation to games and gaming equipment (150,950 words)

✚ Product launch video campaigns (subtitles) (1,200 words)

✚ NGO campaigns: animals' friends (1,300 words)

**Tourism**

✚ Video presentation for the Chios Mastic Museum (1,000 words)

✚ ANEK LINES: services on board, fleet description, online booking system, booking instructions, FAQs, prices, campaigns (20,000 words)

✚ ANEK LINES: company profile, history, sponsorships, cultural and charity activities (10,000 words)

✚ ANEK LINES: travel guides for famous touristic destinations (Crete, Cyclades, Rhodes, Ionian islands Ancona, Bari, Patras, Adriatic) (33,500 words)

✚ Websites and brochures for Greek hotels (1,000 words)

✚ Hotel customer satisfaction survey (300 words)

✚ Hotel guest contact form (150 words)

**Journalism and Politics:**

✚ Articles on actual topics related to politics and economy, focus areas: Turkey, Middle East (approximately 18,000 words)

**Arts and culture**

✚ Personality analysis of Arturo Toscanini written by Stefan Zweig (3,000 words)

✚ Istanbul - A travel back to time: published photograph project comparing the past and present look of Istanbul neighbourhoods (5,000 words)

**Education:**

✚ Translations of glossaries accompanying classic stories (literature) adapted for language learners (English to Turkish): Robinson Crusoe, A Christmas Carol, Alice in Wonderland

**Technical translations:**

✚ Patents: mechanics, automotive – car elements, windows, screen printing, packaging materials, energy conversion systems (26,300 words)

✚ User manuals: silo construction, dough machines, electro-domestic devices, applications and online

**MARIA XANTHOPOULOU****Official Translator and Interpreter, Ionian and Aristotle University Graduate****Member of PEEMPIP, a member association of FIT and EULITA****Evias 11, 66100 Drama, Greece, Tel. +30 6995454549****[info@translationembassy.com](mailto:info@translationembassy.com) | [www.translationembassy.com](http://www.translationembassy.com)**

systems, turntables, alarm systems, smoke detectors, smart plugs, magnetic contacts, motion detectors, sirens, wall thermostats, wall switches, internal and external cameras, (21,200 words)

✚ Fox Head manuals for Personal Protective Equipment (PPE) (13,500 words)

✚ Descriptions for machines and tools (6,705 words)

✚ Crane repair report (4,000 words)

✚ Automotive (2,000 words)

✚ Truck licence certificates (1,000 words)

✚ Nautical items (800 words)

✚ Chemical products / processing (1,900 words)

✚ Agriculture - seeds (4,000 words)

✚ Maritime affairs (100 words)

✚ Sound and Image Technologies (650 words)

✚ IT: information about the use of cookies (1,000 words)

**Localization:**

✚ Kaave Fali, app localization (more than 120,000 words)

✚ E-money: UI, descriptions, instructions and error messages for paysafecard, Neteller, Paysafecash and Skrill (12,500 words)

✚ Online ordering system software: user interface, error messages, tips and online instructions, manual and QA documentation (3,770 words)

✚ SurveyMonkey, localizing and running LQA controls in the online platform and user interface (2-year in-house employment)

**Interpreting:**

✚ OSCE, ODIHR and the Office of the Religious Track of the Cyprus Peace Process: Training on FoRB for religious leaders and actors participating in the Cyprus Peace Process - Nicosia, Cyprus (EN/EL <> TR, simultaneous, 2 days)

✚ Athens - Unesco World Book Capital 2018: press conference of Arne Dahl (EN-EL-EN, simultaneous)

✚ Lecture Performance of Fehras Publishing Practices at the National Museum of Contemporary Art -

Athens: "When the library was stolen", a study of Abd al Rahman Munif's library in relation with the modern history and culture of publishing in the Arab world

✚ International meeting of solidarity schools - Athens 2018: presenting the work and nature of solidarity schools, sharing experiences and project examples from international practice

✚ AVIS annual conference: annual review of sales and income rates, evaluation of corporate achievements with regard to goals, discussion about market trends, competition and future strategies and perspectives

✚ AMEL International, AMEL France and SamuSocial - December 2017: 2-day workshop with regard to innovative strategies for the reception of refugees and persons in exile

✚ Region of Ionian Islands - November 2017: Meeting for the evaluation of the Ionian Islands Operational Programme in the

**MARIA XANTHOPOULOU**  
**Official Translator and Interpreter, Ionian and Aristotle University Graduate**  
**Member of PEEMPIP, a member association of FIT and EULITA**  
Evias 11, 66100 Drama, Greece, Tel. +30 6995454549  
[info@translationembassy.com](mailto:info@translationembassy.com) | [www.translationembassy.com](http://www.translationembassy.com)

---

framework the National Strategic Reference Framework

- UNFPA and KEELPNO - October 2017: 3-day training addressed to medical staff working in refugee camps concerning GBV, ASRH, clinical management of rape and trafficking as well as asylum procedures
- Athens civil and criminal court judicial interpreting - October 2017: cases concern fake passport, political persecution, asylum
- EASO 2-day conference – Athens, October 2016: Judicial assessment of asylum applications
- Innovation Drive, BMW Munich - October 2015: 2-day product launch training for BMW 7 series
- 12<sup>th</sup> Thessaloniki Documentary Festival - March 2010: interpreting in Q&A sessions after film screenings (10 days)
- French Institute of Thessaloniki - October 2010: event about Toulouse Lautrec, speech delivered in French by Anne Roquebert

**Lexicography:**

- Wordreference: translation of English sentences given as an example to terms (4,036 examples)
- Wordreference: translation of English terms into Greek (2,669 terms)
- Wordreference: translation of French terms into Greek (10,082 terms)



**MARIA XANTHOPOULOU**  
**Official Translator and Interpreter, Ionian and Aristotle University Graduate**  
**Member of PEEMPIP, a member association of FIT and EULITA**  
Evias 11, 66100 Drama, Greece, Tel. +30 6995454549  
[info@translationembassy.com](mailto:info@translationembassy.com) | [www.translationembassy.com](http://www.translationembassy.com)

---

---