

**PERSONAL INFORMATION** Ioannis Raptis

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**PERSONAL STATEMENT****WORK EXPERIENCE**

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**1/10/1994-15/2/1996 Medical doctor**

University of Athens, Athens (Greece)  
I assisted in the care of patients in a tertiary University Hospital

**29/2/1996-30/6/1997 Medical doctor**

East Tennessee State University, Johnson City, TN (United States)  
Research activities in the basic research laboratory Computer training  
Literature search, writing-up and publishing of scientific articles in the English literature

**1/7/1997-30/6/2002 Medical doctor**

East Tennessee State University, Johnson City, TN (United States)  
Care of patients at the academic tertiary and the community hospital level Teaching and instruction of junior colleagues Teaching of students

**1/10/2002-15/4/2005 Medical doctor**

University of Missouri, Columbia, MO (United States)  
Post-graduate Fellow  
Patient care at the academic tertiary care level Teaching and instruction of junior personnel  
Teaching of students

**26/9/2006-Present Translator**

Self-employed, Athens (Greece)  
Translation and proofreading of medical/scientific/pharmaceutical documents (medical records, clinical study protocols, laboratory reports, SmPCs, PILs) from English to Greek and vice-versa  
Editing of clinical study protocols (5000 pages of English to Greek during 2014-2019)  
Translation and proofreading of insurance documents (contracts, receipts, certificates, medical reports) from Greek to English (8000 pages Greek to English, 2012-2019)  
Translation and proofreading of technical manuals from English to Greek  
Translation and proofreading of legal documents (contracts, accident reports, consent forms) from English to Greek

Translation of certificates (school transcripts, university degrees) from English to Greek and vice-versa  
 Translation of company meeting minutes from English to Greek.  
 Translation and proofreading of medical product reports from German to English (600 pages during 2013-2014).

Translation of patient medical records from German to English (4000 pages, 2015-2019)

Translation of patient medical records from French to English (400 pages in December 2015-January 2016)

#### 26/9/2006-Present **Interpreter**

Interpreting in various situations, in the healthcare and the business sectors, for companies such as Day Translations, USA and Michelin, France.

### EDUCATION AND TRAINING

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#### 1/9/1985-15/10/1991 **MD Degree**

National and Capodistrian University of Athens, Athens (Greece)

#### **Certificate of Proficiency in English**

University of Cambridge, Cambridge, (United Kingdom)

#### 1/9/2006-31/1/2007 **Advanced Course of Spanish Language**

Instituto Cervantes, Athens (Greece)

#### 1/9/2006-31/1/2007 **Mittelstufe II**

Goethe Institut, Athens (Greece)

### PERSONAL SKILLS

Mother tongue(s) Greek, English

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
German	C1	C1	C1	C1	B2
Spanish	C1	C1	C1	C1	C1
French	C1	C1	C1	C1	C1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu)

**Communication skills** Excellent communication skills acquired working in the healthcare sector internationally.

**Organisational / managerial skills** Leadership, having been responsible for the training and instruction of junior personnel

Managerial skills, developed while managing my laboratory projects in collaboration with the laboratory technicians

**Job-related skills** I have worked as a freelance translator since 2006. I have been translating from English to Greek and vice-versa. My main specialization is in the medical/pharmaceutical/scientific domain. I have translated and proofread medical records, clinical study protocols, SmPCs and PILs, product descriptions and insurance documents (receipts, medical reports, discharge summaries, various certificates). I have also translated company meeting minutes, technical manuals, contracts and various types of certificates (high school diplomas, university degrees, transcripts).

**Computer skills** Excellent command of the Office suite (Word processor, Spreadsheet, Presentation).  
Highly developed Internet skills (use of resources, search, instant messaging, networking, distance learning).  
Experienced Studio user (Trados).

Updated on: 9 July 2019