

PERSONAL INFORMATION

Panagiota GEORGANTA



 Athens, Greece



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Sex Female | Date of birth 14/08/1986 | Nationality Greek

WORK EXPERIENCE

July 2012 - today

PROJECT MANAGER

EL-Translations, Pentelis av. 2, P.O. 152 34, Halandri, Greece

- Translation and interpretation project management
- Addressing offers to clients
- Payment of collaborators
- Selection of linguists (HR)
- Interns' training
- Organisation of seminars (seminar material, presentations)
- CAT tools and project management software teacher/trainer

Business or sector Translation, Interpretation, Linguistic services

September 2009 - today

FREELANCE TRANSLATOR/EDITOR

- Translation and editing of English, French and Spanish texts to Greek. Translation of texts from Greek to English and Spanish. Main subject areas: legal, EU related, technical, cosmetics, marketing, management, finance & banking.

October 2010 - today

ENGLISH AND SPANISH LANGUAGE TEACHER

EUROGNOSI-EUROLAB, 155 Georgiou Papandreou Str., Metamorphosi, Greece

- Teaching English and Spanish to students of all ages and levels

Business or sector Foreign Languages - Computer Training

May 2010 – August 2010

INTERNSHIP AT "EL-TRANSLATIONS" TRANSLATION AGENCY

EL-Translations, Pentelis av. 2, P.O. 152 34, Halandri, Greece

- Translation and editing of English, French and Spanish texts into Greek
- Trained in the use of CAT tools

Business or sector Translation, Interpretation, Linguistic services

EDUCATION AND TRAINING

February 2012 - today

LAW STUDIES (Bachelor)

National and Kapodistrian University of Athens (Greece)
Department of Law

September 2004 – June 2009

TRANSLATION STUDIES (Bachelor)

Note: 7,84/10 (Very Good)

Ionian University of Corfu (Greece)

Department of Foreign Languages, Translation and Interpreting

- Translation of legal, financial and technical texts from English and French to Greek and from Greek to English and French
- Working languages: Greek, English, French

September 2007 – February 2008

TRANSLATION AND LINGUISTICS COURSES

University of Montpellier, France (Université Paul Valéry-Montpellier III)

- Translation of legal and technical texts and literature from English and French to Greek and from Greek to English and French
- Linguistics and phonology courses

2001 – 2004

Unified Lyceum Apolytirion (Secondary Education)

(Note: 18/20)

Experimental Unified Lyceum of Agioi Anargiroi

PERSONAL SKILLS

Mother tongue

Greek

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Michigan Proficiency & Ionian University Degree					
French	C2	C2	C2	C2	C2
Dalf B2 & Ionian University Degree					
Spanish	C2	C2	C2	C2	C2
DELE Superior					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Computer skills Expert user of MS Office (Word, Excel, PowerPoint) and Internet.

Expert user of CAT tools:

- SDL Trados Studio 2011
- SDL Trados Studio 2009
- SDL Trados Passolo 2009
- SDL Trados Multiterm 2009 and 2011
- SDL Trados Suite 2007 (Workbench, Tag Editor, Win Align)
- SDLX 2006
- WordFast Pro
- MemoQ
- Qt Linguist
- Subtitle Workshop

Translation management software:

- Translator's Office Manager 2009 (TOM)

Other software:

- Abby Fine Reader
- Adobe Acrobat Pro
- ApSIC Xbench
- ApSIC Comparator
- Fine Count

ADDITIONAL INFORMATION

Conference 2nd International Conference on Translation and Interpreting
Athens, October 2008
Hellenic-American Union (www.hau.gr)

Seminar Subtitling Seminar
Corfu, March 2007
Ionian University, Department of Foreign Languages, Translation and Interpreting in cooperation with Lumiere Cosmos Communications
Training at Sub Easy subtitling program