IRENE

|  |
| --- |
| 13, Menekratous Str., 17124 Nea Smyrni |
| +30 69 73 999 268, +30 210 93 56 245 |
| E-MAIL irenespanaki@hotmail.com |

SPANAKI

Translator / Editor

Greek, English, French, Italian

# ⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀ Professional Statement

Translator & editor with more than 25 years of experience in the translation of mainly pharma-medical texts, as well as technical, scientific, legal, financial and educational material, from Greek to English, French, Italian and vice versa.

During my employment in a multinational pharmaceutical corporation for 22 years, I worked in close collaboration with the Senior Management and I demonstrated qualities such as confidence, reliability and dedication.

# ⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀ Employment History

April 2017 - Today ***metalφραση* School of Translator Training**, Distance Learning Tutor

* Responsible for the training of students in the domain of professional translation

April 2016 - Today **Freelance Translator**

* Translation services of high professional quality and specialization in the pharma-medical field

June 1994 - March 2016 **SERVIER Hellas Pharmaceuticals**, Chief Translator

* Responsible for the translation of all medical (clinical trials protocols, ICF, application forms, cover letters, summaries), regulatory (Product Information, EOF Circulars, legislation), pharmacovigilance, marketing/promotional, training, finance, IT corporate documents
* Research of legal & technical phraseology to ensure correct translation & that the converted texts relay the intended message as clearly as possible
* Editing of translated and/or original promotional documents
* Act as an Interpreter for the Senior Management when needed

August 1993 - May 1994 **BASIS Ltd Software Company**, Translator

* Responsible for the translation from English to Greek of software packages and commercial applications

Sept. 1988 - May 1994 **AITHRA Ltd Import Company**, Freelance Translator & Interpreter

* Responsible for the Interpretations (from English to Greek) during congresses and seminars of aesthetics and cosmetology
* Translations (from English, French and Italian to Greek) of cosmetic products information leaflets and machineries manuals

Nov. 1988 - May 1994 **ALMA Ltd Publishing Company**, Freelance Translator & Interpreter

* Responsible for the translation (from English, French and Italian to Greek) of scientific articles published in the «LES NOUVELLES ESTHETIQUES» magazine

Oct. 1988 - May 1994 **Foreign Languages Private Schools**, French Language Teacher

* Responsible for the preparation of students for the French Institute of Greece Diplomas

April 1985 – Dec. 1985 **Ministry of Agriculture**, Administration Department

# ⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀ Education

1991 – 1992 **University of Strasbourg**

Institute of Translators & Interpreters  
MSc in Professional Translation (languages: English, French, Greek)  
**French State Scholarship holder**

1989 – 1991 **French Institute of Athens**

Diploma in Translation

1984 – 1988 **University of Athens**

MSc in French Language & Literature

# ⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀ Professional seminars

June 2017 ***metalφραση* School of Translator Training**

*SDL TRADOS 2017* Translation Memory seminar

Dec. 2016 ***metalφραση*  School of Translator Training**

*Subtitling Workshop* training

2012 – 2013 **University of Athens**

Diploma in “Soft Skills Development”

# ⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀ Languages & IT Skills

English University of Cambridge, Proficiency in English

Italian Palso Intermediate Certificate

Greek Mother Tongue

MS Office Excellent knowledge

Blind Typing Greek, English, French & Italian both in QUERTY & AZERTY

⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀⯀ Volunteer Experience

Nov. 2005 – June 2010 **Lycée Léonin Nea Smyrni**

Primary School Parents'​ Association President