**Curriculum vitae**

Sofia Frey Sirinidou

Prof. Ilias 126

73133 Chania

Greece

Phone:+30-698-0102238

Skype: sfreysirinidou

E-mail:sfreysirinidou@gmail.com

OBJECTIVE

Freelance translator, proofreader and data input in English – Greek – German

SKILLS PROFILE

• More than fifteen years’ experience in translating and proofreading

• Customer service, maintaining positive relations with customer in high-volume, fast paced operations

• Good organizational skills

• Good customer-relations background

EMPLOYMENT HISTORY

Freelance translator and proofreader

1995-current

• Working for different translation agencies and private clients.

• Successfully complete all jobs by time requested.

• Coordinate delivery of large projects.

• Olympic volunteer translator and visitor’s guide at the 2004 Athens Olympic games

German language teacher 2010-2011

“Efodio” foreign language school

• Teaching German to juniors and adults.

• Tutoring for Greek national language exams.

EDUCATION

Swiss School of Tourism and Hospitality Chur

1983-1986

Swiss Diploma in hotel operation

Postgraduate diploma in international hospitality management

Bénédict Sprachschule Zurich

1982

English C2 certificate (proficiency)

Kantonsschule (high school) Frauenfeld

Graduate in philology (German and Greek)

1980-1983