

Curriculum vitae

2022

Personal information

Name: Sofia Surname: Molfeta

Nationality: Greek / Sex: Female / Date of birth: 11 February 1980

M.: +39/ 3458010990 (whatsapp) / e-mail: sofia.molfeta@hotmail.com / Skype: Sofia Molfeta (Sonia.mo)

Address: via Quintino Sella 78, 70056 Molfetta (BA), Italy

Services

Translation; MTPE; Proofreading / editing e post-editing; Transcription; Subtitling;

Interpreting (Consecutive, Simultaneous, Telephone, Whispering);

Voiceover (dubbling);

Graphic Layout; Data Annotation;

Languages

Greek _ mother language

English _ excellent (reading - writing - comprehensions)

Italian _ excellent (reading - writing - comprehensions)

Computer skills

_Windows Operating System, MS Office (Word, Excel, Access, Power Point), EndNote;

_Photoshop, Illustrator, InDesign, CorelDraw, AutoCAD, ArcG.I.S., Sketchup, ArchiCAD, Inkscape;

_Trados - SDL Passolo; OmegaT, plus other CAT tools provided by clients for Translation, QA and Subtitling;

_Subtitle editing programs, like Aegisub;

Ability of learning fast new programs, due to my long experience of working with various of them.

Fields of expertise

_Industry; Machines instructions; Industrial processes;

_Legal; Business; Commerce; Company policies;

_Technology (Mobile; Applications; Computer programming; etc.)

_Media/Entertainment (Gaming; Video games; Casino; E-learning; E-commerce; etc.)

_Marketing/Advertising; (Food & Beverage; Travel & Tourism; Fashion & Cosmetics; Health; Cultural; Press; PR; Art/Literacy etc.)

_Art/Culture (Photography; Designing; Graphic Art; Painting; Film; Cinema;)

_Health; Health & Safety; Quality control; Cooking; Culinary; Nutrition;

_Constructions (Architecture; Urbanism; Civil Engineering; Landscape Architecture; etc.)

_Life Science (Nature & Environment; Ecology; Botanic; Agriculture; Forestry;)

_Education; Pedagogy; Social science;

Linguistic Studies

English language

- 1991-1998 I attended a seven-year English language course in a private school in Greece, and simultaneously a four-year English language course in public school; (Cambridge Certification)
- 2006-2009 I moved to The Netherlands where I got my Master Degree in English language, while living and working in an international environment;
- The following courses have been of great contribution to my training as a translator:
- _ ***scientific writing skills***
 - _ ***information literacy***
 - _ ***intercultural communication skills***

Italian language

- 1996 One-year study of the Italian language in a private school in Greece;
- 2009 - present Two-year study of the Italian language in a private school in Italy.
Since 2009, I live and work in Italy;

Working experience as a translator

- 2009-till now Translation and other related services (see Services, above) of various projects for companies and private individuals, as well as for online translation companies (such as: SDL Language Weaver / Language Solutions; ComTranslations / Stracker Media; WordRise Ltd.; Translia; Tranzila LTD; Travod; Appen; Clickworker; TranslationDirectory; e.t.c.); Mainly from English/Italian to Greek.
- 2014-2016 Translation of scientific articles and research projects from Italian to English /Greek for the University of Bari in Italy.
- 2009 Translation of several statutes of Greek Universities into English within the framework of a European research project.
- 2006 - 2016 Experiences in writing / translating / proofreading national and international scientific projects and articles in English for the University of Bari in Italy and for Wageningen University in the Netherlands.
- 2002 - present English to Greek translation of various machine instruction booklets and products technical features for the Greek company "BIEKEMAR A.E.". Additional activity: text and book formatting for the promotion of the company. (From Italian to Greek since 2014)
- 1998-2018 Collaboration with English teacher Ioanna Rizou in Ioannina, Greece.
Translation of English texts to be used for teaching purposes. Teaching assistant.
Language: English to Greek and vice versa.

Job skills in keywords

Punctuality; Accuracy; Curiosity; Continuous research; Attention to detail; Time management skills;
Rich Vocabulary; Passion for language; In-depth cultural knowledge;