**Sotia Constantinou**

**Freelance Translator**

Email: sotia.cons@gmail.com Nationality: Cypriot

**PROFILE**

Highly skilled Translator with a strong background in translating Documents form English to Greek and vice versa. Bringing forth an excellent command of these languages, and a track record of impeccable proofreading, editing and translating. Adept in accurately assessing the context of material, and translating it in an understandable and appropriate way. Highly skilled in Legal Terminology and Business, helping clients to better understand their rights and position. Bringing forth a positive work ethic and a commitment to efficiency and integrity.

**WORK EXPERIENCE**

**EUROGNOSI, Larnaca**

***English Language Teacher***

*Jan 2020 – Present*

* Planning and implementing lessons that consisted of skill building techniques for reading, writing, listening, and speaking.
* Conducting small group and individual lessons.
* Preparing appropriate lesson plans
* Creating a student-centered classroom environment
* Conducting assessments and preparing students for testing
* Completing required documentation in an accurate and efficient manner.
* Using pre-written curriculum to teach students via remote video conference.

**G.K SUCCESS STORIES, Nicosia**

***English Language Teacher***

*Sept 2018 – June 2019*

* Conducted up to 4 classes in one day.
* Tailored English teaching methods to suit the needs of individual students.
* Recorded and monitoring a student’s attendance.
* Planned, preparing and delivering lessons to a range of English classes.
* Helped pupils to define and identify different types of verbs.
* Prepared coursework for students and the class.

**SAINT JOHN the LAMBADISTIS PHYSIOTHERAPY CENTRE , NICOSIA**

***FREELANCE TRANSLATOR***

*October 2018*

* Accurate medical translation for English to Greek on behalf of internal and external customers.
* Provided equivalent terminology into the customer’s native language.
* Provided occasional services outside of normal working hours on an as-needed basis.

**SAVVIDES INSTITUTE, Nicosia**

***Educational Consultant - Translator***

*April 2017 – August 2018*

* Helped their children succeed in school and gain admission to the right universities.
* Fixed systemic problems, improve the learning environment, train faculty and advise administrators.
* Updated the current curriculum after a certain period to ensure that the students are technologically current.
* Carried out maintenance and management of reports and records, and also ensure proper documentation of them all.
* Developed a conducive and positive learning environment for both prospective and already enrolled students. Help in ensuring smooth transition of students from one level of education to another with proper guidance.
* Translated CVs, personal statements and student references.

**EUROGNOSI & PATHWAY, Nicosia**

***English Language Teacher (part-time)***

*Oct 2015 – June 2016*

* Planned & delivering well-structured lessons which engage & motivate students.
* Supported the school in delivering the curriculum effectively.
* Organized and supporting a range of extra-curricular activities.
* Achieved and maintain high standards of care and education.
* Planned, preparing and reviewing the school curriculum with other staff.
* Monitored and assessing a pupil’s progress.
* Participated in the development of appropriate syllabuses, materials and Schemes of Work.
* Ensured confidentiality at all times.

**INTERCITY PRIVATE INSTITUTE, Nicosia**

***English Language Teacher***

*Sept. 2014 – Jan 2015*

* Planned, prepared and taught language lessons and activities.
* Monitored pupil’s progress and identified and dealt with any issues.
* Tailored English teaching methods to suit the needs and abilities of students.3
* Recorded and monitored student’s attendance.
* Devised and wrote new curriculum materials.
* Prepared pupils for examinations, such as Cambridge Examinations.
* Prepared students for IGCSE.

**Lois Builder Company LTD, Nicosia**

***PA*** – July 2013

Worked as a PA doing translations on various subjects, such as legal transcripts, e-mailing etc.

**Lois Builder Company LTD, Nicosia**

***TRANSLATOR*** – January 2013

Staff Manual Translation from Greek to English for the Company.

**Solmic Construction Ltd, Nicosia**

***TRANSLATOR*** – July 2012

Translated an architectural document for the company from Greek to English and ensure that the finished converted document relay the intended message as clearly as possible.

**Duties*:***

* Researching legal & technical phraseology to ensure the correct translation is used.
* Liaising with clients to discuss any unclear points.
* Providing guidance & feedback & creating customer-specific style guides.
* Translation of documents/letters from a foreign language to English & vice versa.
* Reviewing and proofreading mother-tongue text.
* Revising more junior translators' translations.
* Conducting face-to-face interpreting.
* Telephone interpreting.
* Supporting the translation team with other projects when necessary.
* Excellent English speaking and writing skills.

**KEY SKILLS AND COMPETENCIES**

* Able to fluently speak English, Greek and Greek-Cypriot dialect.
* Excellent communication and social skills.
* Able to work to tight deadlines.
* Highly skilled in Word, Excel and Microsoft Outlook.
* Willing to travel and able to work under pressure.
* Able to prioritize work.

**EDUCATION**

Oct. 2019 – April2021***Meta*|φραση Κέντρο Εκπαίδευσης Μεταφραστών, Athens**

 ***Translation Greek to English Certificate, Long distance program***

I have been taught by exceptional tutors how to translate from English to Greek and vice versa.

 Translated different documents i.e. legal documents.

Researched necessary terminology for particular source texts.

Sept 2011 – Sept 2012 **Middlesex University, UK**

 ***MA Theory and Practice of Translation***

Literary Texts and their Translation, Translating Non-Literature, Research in Translation Studies, History, Theory and Culture of Translation.

Sept 2005 - Jan 2010 **European University Cyprus, Nicosia, Cyprus**

 ***BA English Language and Literature***

Courses attended - Creative Writing, Modern Drama, Modern Poetry, Teaching Methodology, English Grammar and Sociolinguistics.

Sept 1999 - June 2005 **Lefkara Gymnasium – High School, Larnaca, Cyprus**

 ***School Certificate – Apolytirion***

Courses attended - English Language, History, OfficeAdministration - Type Writing, Computer Science.

**PERSONAL SKILLS:**

* Client Discretion
* Well Motivated
* Time Management and Multitasking
* Detail Oriented
* Well Organized
* Advanced Language Knowledge
* Computing and CAT Skills

**SEMINARS**:

April 2014 – meta│*φραση* Training Tomorrow’s Translators **(Certificate)**

**SDL Trados Studio Professional 2014**

**LANGUAGES**: Greek (native); Greek-Cypriot (fluent); English (fluent)

**REFERENCES** – Available on request.