

Experienced Certified Translator with over three years of experience in Translation industry. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall improvements. Enthusiastic and motivated to learn and grow through attention to detail and excellent organization skills and hard work.

Work History

2020-07 -
Current

Certified Translator

Self-Employed, Corfu, Greece

- Listened to non-Greek video dialogue and developed translation into target language to prepare subtitle scripts.
- Worked with all kind of customers to understand needs and provide [Translation, Interpretation, Proofreading and Editing](#) service.
- Used translation memory software, including [memoq](#), to verify consistency of translation within documents and improve efficiency.
- Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.
- Maintained knowledge of developments in German and English language to effectively review and update existing translations to conform to contemporary trends in communication.
- Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another.

2018-10 -
2019-07

Tour Guide

VBW,

Ronacher Theater Wien, Vienna, Austria

- Provided customer service by selling tickets and merchandise, answering questions, and distributing programs.
- Greeted and collected tickets of patrons at events.
- Greeted customers with smile and provided friendly, knowledgeable service.
- Sold admission, processed payments and issued tickets.
- Directed ticket holders to seats and facility locations.
- Reviewed tickets for authenticity and applicability to particular event.
- Resolved problems, improved operations and provided exceptional client support.

2017-03 -
2018-12

Tour Guide

Casa Parlante Museum, Corfu, Greece

Eleni Chavale- Kalaitzoglou

Translator

Contact

Address

Corfu, Greece, 49100

Phone

00306943044065

E-mail

echavalekalaitzoglou@gmail.com

LinkedIn

<https://www.linkedin.com/in/elena-chavale-kalaitzo>

Skills

Foreign language(s),
Understanding of all
speaking and writing forms

Listening, Reading

Spoken Interaction

Spoken production

German C2

English C2

Italian B1

- Communication skills gained through my experience as an administrative secretary.
- Ability to interact and effectively communicate with people from diverse backgrounds.
- Highlighting teamwork and problem solving.

- Developed tour programming to enhance guest experiences.
- Entertained tour guests with various props and signs for maximum engagement, fun, and lasting memories.
- Guided groups of up to 4 people on tours of Museum.
- Built personal relationships with guests to promote positive experiences.
- Provided information through narratives on various sites throughout Corfu area, relaying little-known stories to provide interest.
- Answered questions, pointed out important features, and offered further details about special exhibits to educate visitors.

2017-01 -
2017-07

Administrative Assistant

Lawyers, Corfu, Greece

- Composed internal memos and external correspondence for senior management and reviewed all documentation to eliminate errors.
- Coached new employees on administrative procedures, company policies and performance standards.
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Supported efficient meetings by organizing spaces and materials, documenting discussions and distributing meeting notes.
- Created PowerPoint presentations for business development purposes.
- Coordinated domestic and international travel arrangements, including booking airfare, hotel and ground transportation.

2015-09 -
2016-01

Internship

Greek Embassy in Vienna, Vienna, Austria

- Attended training programs to improve professional knowledge and interpretation skills.
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.
- Maintained message content, tone and emotion as closely as possible.
- Provided verbal summaries of non-English documents for immediate use.
- Replicated flow, style and overall meaning of original texts.
- Translated administrative documents from German to Greek.

- Strong presentation and demonstrating skills; Confident, articulate and professional speaking abilities.
- Good organizational skills gained as administrative secretary at a law office
- Good team-leading skills gained as participant at several conferences regarding the EU (SimUnesCo , Limun)
- Job-related skills:
- Record keeping
- Updating information or records.
- Able to coordinate several tasks simultaneously.
- Enjoy working with public and diverse population.
- Experience in mediation through an internship in related field.
- Organized and goal oriented.
- Content creation
- Mediation
- Problem solving
- Skilled interpreter and translator

Languages

Greek

Education

2018-09 -
Current

Master of Arts: Language Interpretation And Translation

University of Vienna - Vienna
Universität Wien, Österreich, Wien (Austria)
Schwerpunkt: Fachübersetzen und Sprachindustrie,
Deutsch-Englisch

German

English

Italian

2012-01 -
2017-01

Certificate in Translation and Interpretation Ionian University, Corfu (Greece): Language Interpretation And Translation

Ionian University - Corfu

2015-08 -
2015-08

Certificate of Participation in SIMUNESCO: Modeling, Virtual Environments and Simulation

Ionian University - Corfu

Able to work to deadlines. Negotiate and handle difficult situations. Computer skills including experience in Microsoft Office (Word, Excel, Powerpoint). Team working and positivity (as a team member of the Journalists in the Conference). Ability to work well under pressure. Good organization.

2015-02 -
2015-01

Certificate of Participation in LIMUN (London International Model United Nations)

University of London - London

2014-08 -
2014-08

Certificate of Participation in SimUnesCo (Simulation of UNESCO) IONIAN UNIVERSITY, DEPARTMENT OF FOREIGN LANGUAGES

Ionian University - Corfu

AND INTERPRETATION, Corfu (Greece) Evaluate options and generate solutions. Competitive attitude. Speaking in public and to groups. Written and verbal communication skills (through my position as a delegate in the Conference). Presentation and negotiation skills. Collaborate and share information with different teams within the Conference.

2018-09 -
2020-09

Certificate for Mediators: Mediation

ADR Center - ATHENS

