

PERSONAL & CONTACT INFORMATION



SURNAME	Mouratidis
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NATIONALITY	Greek
YEARS PRO	10 years full time
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EDUCATION

- MSc in Scientific, Technical and Medical Translation with Translation Technology (MScTrans), Imperial College, London, UK
- BSc Honours (1st Class) in Computer Science, Cardiff University, UK

WORK EXPERIENCE

- **Computer manuals** (desktop and laptops)
- **Software manuals** (antivirus/firewall suite, antispymware suite, HRM suite, OS, various applications)
- **Software localization** (security suites, operating systems, CD/DVD burning suites, help files, drivers)
- **Game localization** (FPS, racing, RPG, children's' games for PSP, PS2, PS3, Xbox, Xbox 360, PC, Wii)
- **IT user manuals** (projectors, monitors, graphics cards, adaptors, keyboards/ mice, Bluetooth dongles, routers/modems, printers and training materials, etc)
- **Consumer electronics manuals** (DVD players, air conditioners, LCD TVs, stereos, bread makers, fridges, microwave ovens, etc)
- **Automotive manuals** (user guides, technical instructions for service centers)
- **Website localization** (Corporate websites, Web applications, product sites, etc)
- **Medical instruments** (angiography catheters, stents, etc)
- **Medicine** (questionnaires, studies, etc)
- **Technical manuals** (air conditioning installation manuals, construction equipment, cleaning equipment, gas burners, etc)

MEMBERSHIPS

- Associate member of the American Translators Association
- Member of Proz.com since 2000
- Member of Translator's Café

QUALITY ASSURANCE

Quality is as important to me as it is to my clients. I have developed a QA process based on the DIN 2345 guidelines which:

- Ensures completeness of the translation (all parts are translated)
- Checks the spelling and grammar
- Checks technical and terminological correctness
- Ensures the translation meets the client's guidelines and demands

Furthermore, I use software which integrates with SDL Trados and automatically verifies the translation (for completeness, missing translations, etc).

HARDWARE

- Core i5 PC/4GB Ram
- Core 2 Duo laptop /4GB Ram
- Scanner/copier/printer
- Always-on, high-speed DSL connection
- 3G cellular network connection for backup

SOFTWARE

Operating Systems	Windows 7
Cat Tools	SDL Trados Studio 2009, SDL Trados 2007, DejaVu X, Multiterm 2009
MS Office	Office 2007/2010
DTP	InDesign, FrameMaker, QuarkXPress, PageMaker, Illustrator, Photoshop, Acrobat, CorelDraw
Localization	LocStudio, SDL Passolo, Resource Tuner
Glossaries	Microsoft Glossaries, Magenta Golden Version 2010 English<>Greek dictionary, Webster's Dictionary, Oxford English<>Greek dictionary, Dorland's English<>Greek medical dictionary, English>Greek dictionary of Medical terms, Greek language dictionary by G.Mpampionitis