

IRENE KOUKIA

TECHNICAL TRANSLATOR & TRAINER

140, Ippokratous Str., GR-11472 Athens, Greece

Phone: (+30) 2112344580 | Mobile: (+30) 6974126956 | Email: info@metafrasma.com

Website: www.metafrasma.co.uk | Skype: metafrasma

SOCIAL MEDIA

Proz.com: <http://www.proz.com/translator/957755>
LinkedIn: <https://gr.linkedin.com/in/ikoukia>
Translators Café: ikoukia.TranslatorsCafe.com
Academia: <https://independent.academia.edu/IKoukia>

PERSONAL INFORMATION

Place of birth: Germany
Citizenship: Greek
Native languages: Greek, German
Other languages: English, French, Italian

STUDIES

2014 - 2024	Hellenic Open University	Business Administration
2012 - 2015	Fernakademie-Klett	Personal & Business Coach
2011 - 2012	University of Portsmouth	MA in Translation Studies
2009 - 2010	METAFRASI School of Translation	Certificate in Translation
2008 - 2009	Hamburger Akademie für Fernstudien	Journalism
1991 - 1992	IATA/UFTAA Advanced Course	Travel and Tourism Consultant Diploma
1990 - 1991	IATA/UFTAA Standard Course	Foundation in Travel and Tourism Diploma

SEMINARS/WEBINARS

01.07.-31.08.2018	The Complete WordPress Website Business Course, 96 lectures / 21 Hrs. video
26.04.-31.05.2017	e-Lexicography and Terminology, 15 Hrs. (hands-on)
30.01.-01.02.2015	Solutions-oriented Coaching and Coaching Skills, 20 Hrs. (hands-on)
19.06.2014	Translating Pharmaceutical Documents DE-EL
24.02.-28.02.2014	Encounter Intensive Seminar BASIS – Coaching, 50 Hrs. (hands-on)
15.10.2013	IT Security for Translators
15.05.2012	Social Media Marketing for Translators and Interpreters (IAPTI)

PROFESSIONAL EXPERIENCE

09/2008 - Today	Translator at Metafrasma Ltd. & Metafrasma Single Member P.C. (my companies) Languages: Greek (native), German (native), English, Simplified Technical English Specialization: Technical texts, Manuals, IT, Software & Hardware, Medical Devices, Devices and Machinery, Business/Economics, Travel & Tourism.
09/2011 – 11/2019	Trainer on Proz.com (65+ Webinars)
09/2015 – 09/2019	Tutor at meta φραση School of Translation Studies
09/2015 – 03/2018	Trainer for Simplified Technical English
04/2012 -11/2014	TRANSLATORS WITHOUT BORDERS - Project Manager (pro-bono)
11/2007 - 09/2008	TUI HELLAS S.A. – Rhodes & Karpathos, Operation Manager
03/2006 - 11/2007	TUI HELLAS S.A. – Zakynthos, Destination Manager
11/2005 - 02/2006	TUI HELLAS S.A. – Athens, Assistant to Destination Manager
09/2005 - 10/2005	ACTIGLOBE S.A. – Athens, Product Manager for German Market
06/2005 - 08/2005	FREI Travel & Congress S.A. – Athens, Project Management
02/2003 - 06/2005	AMPHITRION HOLIDAYS S.A. – Athens, Area Manager for Cyclades
02/2002 - 11/2002	KAMARI TOURS S.A. – Mykonos, General Manager
01/2001 - 09/2001	G.A.T.S. Travel S.A. – Mykonos, General Manager
02/1999 - 12/2000	PLOTIN TRAVEL S.A. – Mykonos, General Manager
04/1995 - 02/1999	PLOTIN TRAVEL S.A. – Naxos, General Manager
11/1994 - 04/1995	PLOTIN TRAVEL S.A. – Athens, Contracting Department
11/1993 - 11/1994	DOLPHIN HELLAS – Athens, Group department
05/1989 - 10/1993	PLOTIN TRAVEL S.A. – Skiathos, Airport Supervisor / Rep / Reservations

PARALLEL EMPLOYMENT

10/1997 - 06/1998	I.E.K. Naxos, Greece – Tutor, Subject of teaching: Tourism I & II (2 semesters)
10/1998 - 05/2000	German Teacher (Freelancer) - All levels
10/1996 - 03/1997	Radio Naxos - Radio Producer

BOOK TRANSLATION

04/2010	<i>Danny the Dragon "Meets Jimmy"</i> by Tina Turbin, (EN-EL) Imaging Publishing Group, Dunedin, FL 34697, USA Soft cover ISBN: 978-0-9800721-0-5, Hardcover ISBN: 978-0-9800721-1-4
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CONFERENCE SPEAKER

02.05.2019	<i>BP19 Translation Conference</i> , Bologna, Italy, "GDPR and Translators: Easy steps to protect your and your clients' data".
30.09.2017	<i>1st Greek Conference for Translators & Interpreters</i> , Athens, Greece, "Tools & Resources"
06.05.2017	<i>BP17 Translation Conference</i> , Budapest, Hungary, "How to save time by automating frequent tasks"
03.09.2016	<i>Proz.com International Conference</i> , Stockholm, Sweden, "The 'human' touch in your translation marketing and client relationships"
30.09.2015	<i>meta φραση School of Translator Training</i> , Athens, Greece, "The world is your oyster: Πώς να ξεκινήσετε συνεργασίες με πελάτες από το εξωτερικό"

COMPUTER SKILLS

Excellent MS-Office and internet-skills as well as experience working on: SAP, ASSET, PROJEX, TO3000 and XTRF.

SOFTWARE AVAILABLE

- Abbyy FineReader PDF 15
- Adobe Acrobat (latest version)
- Access 2016
- MS-Office 365 Business Premium
- Open Office (latest version)
- Project 2016
- Visio 2016

CAT-TOOLS

- Across (latest version)
- Alchemy Catalyst Lite (latest version)
- Alchemy Catalyst Translator PRO 9.0
- Fluency Professional 2013
- MemoQ (latest version)
- Multiterm 2021
- Passolo 2018
- POEdit
- SDL Trados 2021
- Subtitle Workshop (latest version)
- Transit NXT
- Wordfast Anywhere
- Wordfast PRO (latest version)

PROFESSIONAL MEMBERSHIPS

Panhellenic Association of Translators