

# George Manadis

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Date of birth: 03/07/1987, Status: married

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Yearlong experience in the Localization and Translation field, interest in Foreign Languages and Group and Project management. Specialization in translating a variety of texts from English, French and Greek as well as managing groups of multinational backgrounds under the scope of delivering translation, review, editing, proofreading and QA projects. Current position involves strong organization skills, inextricably linked with time and project management.

## PROFESSIONAL EXPERIENCE

### Translation, Localization and Project Management

October 2018 – present

**BUSINESS AND BYTES INFORMATICS LTD., ATHENS, GREECE**

**POSITION: *Translation and Localization Project Manager***

**Work languages:** Greek, English, French, Italian and Spanish

**Main translation fields:** medical texts, IFUs, manuals, electronics, European Union texts, legal texts

**Tools:** CAT tools such as SDL Trados, memoQ, SDL Passolo and many online translation and editing platforms

#### **Main duties:**

- translation, proofreading, review, providing quality assurance, editing services
- constant cooperation and communication via phone and email in English/French and Greek with project and vendor managers as well as in-house and freelance translators, reviewers and proofreaders
- creating project packages, seeking and recruiting available resources, allocating resources to various project stages, proofreading return packages and returning them to final clients
- communication with potential new clients and other language providers, offering quotes and solutions to language needs, discussing pricing, invoicing and handback/handoff dates

January 2010-present

**POSITION: *Freelance Translator, Reviewer & Content Creator***

Working with a multitude of clients and agencies such as **Desknet, Omada Translations, Mars Translations, Metafrasi Express and Translation Hub** as well as online platforms such as **TEDx** and **Fiverr** – specifically writing articles, SEO content for websites, blogs, portals and magazines, online and paper - in a variety of fields providing translation, review, linguist and proofreading services as a freelancer

Freelance translator of **literary books** for various publishing houses and online/printed magazines. Most importantly,

- 2015: Translation from French to Greek of Panait Istrati's *Les Chardons du Baragan* (1928) on behalf of Farfoulas publishing house. ISBN: 78-960-9441-59-92018:

- Translation from French to Greek of a collection of Michel de Montaigne's Essays. Greek title: Όπως γελάμε και κλαίμε για το ίδιο πράγμα (How We Weep and Laugh at the Same Thing) on behalf of Poikili Stoa publishing house. ISBN: 978-618-5360-07-8
- 2020: Translation from French to Greek of two short stories by Guy de Maupassant. Under publication by the publishing house Antipodes.

December 2012 – May 2013 **REGION OF IONIAN ISLANDS BASED IN CORFU, GREECE**

**POSITION: *Translator***

**Main duties:**

- Administrative and office duties (emails and phone enquiries, provision of office supplies, data entry) Reception and administration of people willing to acquire more information about certain EU programs through the offices of Europe Direct in Corfu

**CUSTOMER SERVICE & SUPPORT**

November 2015 - October 2018 TECHNICAL HELPDESK ADVISOR, TELEPERFORMANCE GREECE, ATHENS

- Providing telephone and email support along with software, hardware and IT assistance in English and Greek for customers located in 25 EMEA countries, the United Kingdom and South Africa for the entirety of Apple products (iPhone, iPad, iPod, Apple Watch, Apple TV, Mac laptops and desktops)
- Providing Level 1 and consequently Level 2 (manager status) support and decisions regarding repair eligibility and pricing along with software and hardware troubleshooting
- Multitasking in a fast-paced environment
- Making sure that certain KPIs and personal as well as group goals were met, constantly improving and undergoing training on new releases and updates
- Collaborating with other colleagues making sure that customers were provided with excellent quality support

Front Help Desk and receptionist at McQueen Hotel, Athens, Greece

- Manage the registration process
- Handle reservations over the telephone, through emails and in person
- Manage reservations through online platforms (Booking.com, Tripadvisor, Expedia)
- Answer queries regarding the hotel's services, charges and dining facilities
- Resolve complaints and provide solutions

**EDUCATION**

September 2005 - September 2009

BACHELOR'S DEGREE IN FOREIGN LANGUAGES, TRANSLATION AND INTERPRETATION, IONIAN UNIVERSITY OF CORFU, GREECE

Modules Studied & Activities:

- Theory and Practice regarding Literary, Economic/Business, Technical, Medical and EU texts translation in English/French and Greek.

- Modules concerning European Law and Institutions, Greek, English and French History, Culture and Literature, Geopolitics, Economics, Natural Sciences and many more fields covering a huge array of subjects.
- Modules concerning Linguistics and Phonetics
- Subject of BA Dissertation – Composing a French-Greek Biochemistry Glossary in collaboration with two fellow students
- Graduating with 7.72 degree (“Very Good”)

September 2009-September 2010: ENROLLMENT IN MASTER’S DEGREE IN THEORY, PRACTICE AND TEACHING OF TRANSLATION OF THE IONIAN UNIVERSITY OF CORFU, GREECE

Modules Studied & Activities:

- Theory and Practice regarding Literary, Economic/Business, Technical, Medical and EU texts translation in English/French and Greek.
- Modules concerning Linguistics and Phonetics
- Subject of MA Dissertation: The cases of Denton Welch and Izaak Walton
- Graduating with 6.85 degree (“Good”)

## LANGUAGES/ IT SKILLS

Languages Greek – Native language

English – Fluent, (Cambridge Certificate of Proficiency), C2 Certificate

French - Advanced (Dalf B2 Certificate)

German – Beginner A2 Level

Computer: Very Good user of MS Office - Word, Excel, PowerPoint, Open Office, Windows OS as well as MacOS, iOS, Social Media (Facebook, Twitter, LinkedIn)

## SEMINARS/ACTIVITIES

- ❖ **Social Media Marketing:** October 2019-November 2019: 40 hours seminar regarding the use of social media (LinkedIn, Facebook, Twitter, Blogger and many more) in the design and implementation of marketing strategies.
- ❖ **Certificate in SDL TRADOS STUDIO 2015:** October 2015, 24 hours seminar covering the following topics:
  - a) translation and editing with SDL Trados Studio 2015
  - b) translation memory creation and maintenance
  - c) handling a wide variety of file formats
  - d) working with project packages
  - e) creating packages and projects
  - f) automated Quality Assurance with SDL QA Checker
  - g) aligning legacy documents and populating translation memories
  - h) creating termbases with SDL MultiTerm 2015
  - i) SDL Open Exchange apps

## HOBBIES

- ❖ Climbing/hiking/open nature
- ❖ Literature/cinema/books

