

Maria-Venetia KYRITSI

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DOB: 3 January 1980
Nationality: Greek
Native Language: Greek

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*Localisation Specialist with extensive experience in localisation and project management.
Seeking to steer career into project management and localisation coordination areas.*

HIGHER EDUCATION

Postgraduate Studies

University of East Anglia, Norwich, UK
10/2002 – Present

PhD in Translation

University of East Anglia, Norwich, UK
09/2001 – 09/2002

MA in Literary Translation

Undergraduate Studies

The British Council, Athens, Greece
09/1998 – 06/2000

Diploma in Translation

Courses

University of East Anglia, Norwich, UK
11/2005

Project Management for Support Staff

This course organised by the Centre for Staff and Educational Development aimed at giving participants an insight on project management, tools to use in managing projects and personal action plans.

RELEVANT WORK EXPERIENCE

PartyGaming Marketing UK (<http://www.partygaming.com/>)
08/2006 – Present

Localisation Specialist

English into Greek localisation of the company's brand websites. Minor project management duties.

University of East Anglia, Norwich, UK
11/2004 – 02/2006

Conference Organiser

Organisation of the '*Self & Identity in Translation*' Symposium which took place at the University of East Anglia on the 4-5 February 2006 and was attended by more than 100 participants from 22 countries. Project management of the event, administrative duties, liaising with University and external parties, administrative tasks (database building, finances, bookings), website design (using my Frontpage, Dreamweaver and Html programming skills), programme/abstracts booklet design (using Desktop Publishing software) and promotion of the symposium (through various sources such as mailing lists, conference listings websites).

University of East Anglia, Norwich, UK
11/2003, 03/2005, 11/2005

Translation Teaching

Teaching the Case Studies course for MA in Literary Translation students.

University of East Anglia, Norwich, UK

10/2003 – 05/2006

As a committee member of the Mexican Society I organised various activities promoting the Mexican culture to the wider public. During my tenure (2005) the Mexican Society was presented with the prestigious “Most improved society” award by the Student Union of the University of East Anglia.

Mexican Society Committee Member**University of East Anglia, Norwich, UK**

11/2002 – 08/2004

Assistant to the *Norvik Press* editor, UEA’s Scandinavian literature-related publishing house. Also assistant in the production of *Scandinavica*, the School of Language, Linguistics and Translation Studies’ in-house journal of Scandinavian literature and translation. Marketing, sales and distribution as well as invoicing and database input.

Publishing Production Assistant**University of East Anglia, Norwich, UK**

09/2001 – 09/2002 (Editor), 10/2002 – 08/2006 (Production Editor)

Production editor and sales representative of *Norwich Papers*, the School of Literature and Creative Writing’s in-house journal of translation studies. Co-editor of Vol 10, 2002. Duties included general management of the publication, including its publishing, marketing, sales and distribution. Extensive experience in team management and use of desktop publishing software.

Production Editor/Sales representative**Various International Translation Agencies**

2001 – present

Translation/proofreading/localisation of texts with specialisations.

Freelance Translator

Voluntary Work:

Million Artists (<http://millionartists.com/>)

04/2006-present

Coordination of the translation/proofreading of the Million Artists website into Greek. Brought the project into successful completion in a very short time by coordinating the cooperation of the translator and proofreader. Time management skills and project coordination. Excellent references from the website owner.

Translator/Localisation specialist/coordinator

Throughout the past few years I have worked as a translator for **Cystic Fibrosis Worldwide** (<http://www.cfww.org/>) and for the last year I have been designing the bi-monthly Newsletter of **Translators 4Kids (T4K)** (<http://www.translators4kids.com/>).

OTHER SKILLS

Languages

Greek (native), English (near-native), German (fluent), Spanish (fluent), Italian (beginner).

Information Technology

Excellent working experience with Microsoft Windows packages, Content Management Systems, Word processing packages (Microsoft Word, Lotus Smartsuite), Spreadsheets (Microsoft Excel, Lotus 1-2-3), Databases (Microsoft Access, Lotus Approach), Presentation tools (Microsoft Powerpoint), Desktop Publishing (Quark Xpress, Microsoft Publisher, Adobe PageMaker), Web Authoring (HTML, Microsoft Frontpage, Macromedia Dreamweaver), E-mail, online resources and the Internet in general.

I consider myself to be an advanced computer user, with much more understanding and troubleshooting skills than the average computer user. I have more than 8 years of experience using on-line resources and I have also designed my own website (<http://www.angelfire.com/tn3/translationresources>) with an extensive collection of links to selected translation resources for translation scholars and translators. I am a quick learner and I have extensive experience with Microsoft products, as well as html and web design/publishing in which I have taken both self-taught as well as external courses.