

## **Services:**

I provide the following services:

Translation

Localization

Proofreading

Copywriting

Editing

Subtitling

Translations

Voice-overs

Market research

**Output per day 2,000 3,500 words**

## **Specializations**

- Business & Commerce (e.g. business correspondence, presentations, press release, financial documents, etc.)
- Advertising & Marketing (promotional material)
- Online Help topics
- Manuals, Handbooks, Publications, Minutes, Warranties, brochures, Surveys, Magazines.
  - Telecommunication
- Religion
- Legal documents
- Media (includes voice-overs, subtitles) transcription of video or tapes
- Translation of websites
- Tourism
- Culture and entertainment
- General Text

## **Work methods:**

1. When I receive a job offer, I carefully study it and I request further information if necessary. Then I request to see the text to be translated or a sample, in order to decide whether it corresponds to my field of specialist competence.
2. I reject the job if I am not qualified in that specific field or if I cannot meet the deadline.
3. I accept the job after receiving the official purchase order and I sign a contract if the job comes from a new client.
4. I plan my time in such way that I can finish the job one day before the deadline, to prevent any unexpected circumstances.
5. I read the full text and I build up a terminological list. If my own resources prove to be inadequate, I contact my client to ask for clarifications. If any problems remain, I contact a terminologist or a specialist to help me solve them.

6. I do the translation according to the client's request and recommendations, using a translation memory if possible (Trados).
7. I check the accuracy of the translation against the original file and I also check the following:
- omissions o bulleted lists (number, order and content)
  - product numbers and names
  - specifications - i.e. paper size, dpi, MB
  - client's guidelines
  - glossary inconsistencies
8. I proofread by checking the file for:
- typos
  - misspellings
  - grammar mistakes
  - hyphenation errors
  - correct use of brackets
  - correct use of full stops/commas
  - measurements - i.e. % signs, decimal figures, superscript
9. If the text is very specialized, I send the translation to a qualified proofreader for terminological revision and editing. 10. I deliver the translation to the client and I inform him of all relevant difficulties occurred during the translation.

“Quality is not the result of competence alone; it is the result of a tradition; and tradition, just like a bridge, needs to be built.”