



•Lingua Technis-Translation Services •

**ELENA CHAVALÉ -  
KALAITZOGLOU**

- Translator
- Accredited Mediator

**CONTACT INFO**

- echavalekalaitzoglou@gmail.com
- +30 6943044065
- +30 26610 83706
- Mantzarou 6, 49100 Corfu
- www.lingua-technis.com

**EXPERIENCE**

**2021  
till  
today**      **Project Manager in NLG, a Welocalize Company**

**2020  
till  
today**      **Freelance Translator/Mediator**  
Worked with all kind of customers to understand needs and provide Translation, Interpretation, Proofreading, and Editing service. Used translation memory software, including memoq, to verify the consistency of translation within documents and improve efficiency. Knowledge maintenance of developments In German and English language to effectively review and update existing translations to conform to contemporary trends in communication. Effective communication with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.

**October  
2020**      **Administrative Secretary EPPA ((Greek Association of Broker Price Opinion  
Certified Professionals (EPPA)**  
info@eppa.org



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- 2019-2020 Receptionist/ Tour operator**  
Tour guide/ Receptionist at Vereinigte Bühnen Wien (VBW) (Ronacher Theater, Vienna Opera, Theater an der Wien). Duties: Customer service : ticket selling and merchandising, answering questions, and distributing programs. Greeted and collected tickets of patrons at events. Greeted customers with smile and provided friendly, knowledgeable service. Sold admission, processed payments, and issued tickets. Directed ticket holders to seats and facility locations. Reviewed tickets for authenticity and applicability to a particular event. Resolved problems, improved operations and provided exceptional client support.
- 2019-2020 Internship Greek Embassy in Vienna**  
Attended training programs to improve professional knowledge and interpretation skills. Maintained message content, tone, and emotion as closely as possible. Provided verbal summaries of non-English documents for immediate use. Replicated flow, style, and overall meaning of original texts. Translated administrative documents from German to Greek. Participated in the General Meetings of various Committees of United Nations Office at Vienna.
- 2017-2018 Tour guide, Casa Parlante Museum in Corfu**  
Developed tour programming to enhance guest experiences. Entertained tour guests with various props and signs for maximum engagement, fun, and lasting memories. Guided groups of up to 4 people on tours of the Museum. Built personal relationships with guests to promote positive experiences. Provided information through narratives on various sites throughout Corfu area, relaying little-known stories to provide interest. Answered questions, pointed out important features, and offered further details about special exhibits to educate visitors.
- 2016 Legal administrative secretary**  
Composed internal memos and external correspondence for senior management and reviewed all documentation to eliminate errors. Coached new employees on administrative procedures, company policies and performance standards. Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels. Coordinated domestic and international travel arrangements, including booking airfare, hotel, and ground transportation. experience as an administrative secretary. Supported efficient meetings by organizing spaces and materials, documenting discussions, and distributing meeting notes.



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## EDUCATION

2012-  
2016      **BACHELOR OF ARTS IN TRANSLATION**  
            **IONIAN UNIVERSITY**  
            **DEPARTMENT OF TRANSLATION AND INTERPRETATION, DFLTI**

2018-  
PRESENT      **MASTER OF ARTS IN TRANSLATION AND NEW TECHNOLOGIES**  
                    **UNIVERSITY OF VIENNA**  
                    **ZENTRUM FÜR TRANSLATIONSWISSENSCHAFT**

**ADRcenter ACCREDITED MEDIATOR**  
**by AKKED-Prometheus in Cooperation with ADRCenter and Greek Mediation**

**Certificate of Participation in LIMUN**  
**(London International Model United Nations)**  
**University of London - London**

**Certificate of Participation in SIMUNESCO: Modeling, Virtual Environments**  
**And Simulation Ionian University - Corfu**

**MEMBER OF PEEMPIP : Panhellenic Association of Professional Translators**  
**Graduates of the Ionian University**

**MEMBER OF EULITA : European Legal Interpreters and Translators Association**

**MEMBER OF FIT: Fédération Internationale des Traducteurs / International**  
**Federation of Translators**

## LANGUAGES

- Greek
- English
- German
- Italian