



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s)	Anastasia KALOKYRI		
Address(es)	16, Antigonis str., 14232, N.Ionia, Attiki		
Telephone(s)	Fixed: +30 212 1010839	Mobile: +30 6945916207	
E-mail	kalokyrianastasia@gmail.com Kalokyri_anastasia@yahoo.gr		
Nationality	Greek		
Date of birth	13.04.1980		
Gender	Female		

Desired employment / Occupational field

Translator/Proofreader

Work experience

Dates	From July 2003 to now
Occupation or position held	Freelance translator and Project Manager
Main activities and responsibilities	<p>Translator and proofreader</p> <ul style="list-style-type: none">• Project manager for the translation of touristic website into Russian concerning religious excursions in Crete (http://lasithitour.bpis.teicrete.gr/)• Freelance translator from English into Greek for MC Consulta (translations from the agricultural sector mainly)• Freelance translator from English into Greek for Global Translate GmbH• Freelance translator from English/French into Greek for Omada N. Katsarakis S.A.
Main activities and responsibilities	<p>Translation/Proofreading</p> <p>Fields of specialisation:</p> <ul style="list-style-type: none">• EU TECHNICAL (EU draft technical regulations)• GENERAL• EDUCATIONAL (different official papers)• TOURISM (internet sites, brochures, guides)• MARKETING• LAW (Manager/Translator of ManInvestment SA project)• COMPUTER HARDWARE/SOFTWARE Translation of manuals as well as software for PLAISIO Computers S.A Translation of e-Learning toolkit for the account of Synergy SA• Translation of big project for the account of the Hellenic Centre of Marine Research in Crete• Cosmetics

Dates	From June 2004 to March 2010
Occupation or position held	Translator/Proofreader/Assistant Account Manager
Main activities and responsibilities	<ul style="list-style-type: none"> – Translator from French and English Translation of EU draft technical regulations/decisions/directives from French and English into Greek which are published in TRIS (Technical Regulation Information System). For further information, please visit the website www.europa.eu.int/comm/enterprise/tris/ Translations concerned the sectors of: telecommunications equipment, agriculture, transport, chemistry (pesticides and pesticide residues, biocides), energy, animal welfare, construction, textiles, toys, GMOs, food products, defense industry, explosives, games of chance, Environmental policy (protection of soil and water, waste other than packaging waste, protection of fauna and flora, particularly packaging waste and industrial gases). – Proofreader of the above mentioned draft technical regulations/decisions/directives – Account manager of the translation project of community trademarks (translation process, revision, compliance, submission deadlines) The office was in charge of translating from: Hungarian, Polish, Maltese, Estonian, Lithuanian, Latvian, Slovenian and Slovakian. Proofreading of community trademarks and checking compliance with Nice treaty.
Name and address of employer	Omada N. Katsarakis S.A. 50-52, Ieremiou Patriarchou Street, 11475, Athens
Type of business or sector	Technical Consultants
Education and training	
Dates	October 1999 to June 2003
Title of qualification awarded	Master of Arts in Languages (Interpreting & Translating)
Principal subjects/occupational skills covered	<ul style="list-style-type: none"> – French and Russian Language – Text Analysis and Production – Modern History and Society (in France and Russia) – General Linguistics – Society and Institutions in Contemporary Europe – Advanced Interpreting and Liaison interpreting – Complementary Studies (International Organisations, Literature) – Translation Studies (includes a 3000 word project)
Name and type of organisation providing education and training	Heriot-Watt University Edinburgh, EH14 4AS Tel.: +44 (0)131 451 3727
Dates	October 2001- February 2002
Principal subjects/occupational skills covered	6-month stay in Paris with the SOCRATES/ERASMUS exchange program Specialization in Economic, Journal and Trade translation. Research and in field work for the dissertation in the French language.
Name and type of organisation providing education and training	INSTITUT SUPERIEUR D'INTERPRETATION ET DE TRADUCTION
Dates	February 2002- June 2002
Principal subjects/occupational skills covered	6-month stay in Moscow with the SOCRATES/ERASMUS exchange program. Specialization in Conference Interpreting, Liaison Interpreting, Trade translation and Russian History and Politics. Research and field work for the dissertation in the Russian language.
Name and type of organisation providing education and training	Московский Государственный Лингвистический Университет (МГЛУ) - Moscow State Linguistic University, Russia
Dates	February 1999
Title of qualification awarded	Teaching License of the English Language
Name and type of organisation providing education and training	Greek republic, Prefectural Administration of Iraklion, Department of Secondary Education
Dates	June 1997
Title of qualification awarded	Cambridge Certificate of Proficiency in English, Grade B
Name and type of organisation providing education and training	University of Cambridge, Local Examination Syndicate

Dates	March 1996																									
Title of qualification awarded	D.A.L.F. (Diplôme Approfondi en Langue Française), Unité B1																									
Name and type of organisation providing education and training	République Française, Ministère de l'Education Nationale																									
Dates	May 1995																									
Title of qualification awarded	D.E.L.F. (Diplôme d' Etudes en Langue Française)																									
Name and type of organisation providing education and training	République Française, Ministère de l'Education Nationale																									
Personal skills and competences																										
Mother tongue(s)	Greek, French																									
Other language(s)	French, English, Russian																									
Self-assessment	<table><tr><th colspan="2">Understanding</th><th colspan="2">Speaking</th><th>Writing</th></tr><tr><th colspan="2">Listening</th><th colspan="2">Reading</th><th></th></tr><tr><td></td><td>Proficiency user (C2)</td><td>Proficiency user (C2)</td><td>Proficiency user (C2)</td><td>Proficiency user (C2)</td></tr><tr><td></td><td>Proficiency user (C2)</td><td>Proficiency user (C2)</td><td>Proficiency user (C2)</td><td>Proficiency user (C2)</td></tr><tr><td></td><td>Basic user (A1)</td><td>Basic user (A1)</td><td>Basic user (A1)</td><td>Basic user (A1)</td></tr></table>	Understanding		Speaking		Writing	Listening		Reading				Proficiency user (C2)	Proficiency user (C2)	Proficiency user (C2)	Proficiency user (C2)		Proficiency user (C2)	Proficiency user (C2)	Proficiency user (C2)	Proficiency user (C2)		Basic user (A1)	Basic user (A1)	Basic user (A1)	Basic user (A1)
Understanding		Speaking		Writing																						
Listening		Reading																								
	Proficiency user (C2)	Proficiency user (C2)	Proficiency user (C2)	Proficiency user (C2)																						
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	Basic user (A1)	Basic user (A1)	Basic user (A1)	Basic user (A1)																						
	(*) Common European Framework of Reference for Languages																									
Social skills and competences	<ul style="list-style-type: none">– Team spirit, gained through my work at the office– Ability to adapt to foreign environments and cultures gained through my studies abroad and my 6-month stay in Moscow and Paris respectively– Good communication skills due to my assistant manager responsibilities																									
Organisational skills and competences	<ul style="list-style-type: none">– Sense of good organisation– Efficient and reliable with tight deadlines– Good eye for details– Perfectionist regarding formatting of documents– Interested in new programs– Interested in languages and social contact																									
Computer skills and competences	<ul style="list-style-type: none">– Windows Vista, Windows XP Pro– MS Office XP & Office 2007 Pro (Word, PowerPoint, Excel)– Internet Explorer– Mozilla Firefox (version 4.01)– Pegasus Mail V4 (Version 4.21c)– ABBYY Fine Reader Professional 6.0– Adobe Fine Reader 6.0– Adobe Fine Reader 8.0– Nero Burning Suite– Electronic dictionaries– SDL TRADOS 2007 PRO 8.2.132.0– NEMO, ESteam Translator (version 3.00b)																									
Driving licence	Category B																									
Additional information	References supplied on request Translation extracts supplied on request																									