

Curriculum vitae



Personal Information

Surname / First Name **Koptsis Dimitrios**
Address PO box 744, Kardias, 57500, Greece
Telephone +30 6936393229
E-mail koptsis@gmail.com
Nationality Greek
Year of birth 1975
Gender Male

Desired employment / Occupational field

Freelance Translator & Technical Consultant

Work experience

Dates	From September 2003 to present
Occupation or position held	Freelance Translator
Main activities and responsibilities	Translating services in various fields: <ul style="list-style-type: none">- Technology / Engineering- Science- Medical- Law / Patents- Financial / Commerce- Marketing / Business- Literature / Arts
Name and address of employer	Freelance Translator
Type of business or sector	Translating services
Dates	From June 2015 to present
Occupation or position held	Technical consultant (Freelancer)
Main activities and responsibilities	<ul style="list-style-type: none">- Technical consulting services for industries- Supervision of good operation, maintenance and repair for industrial equipment- Production organisation and planning- Procurement of spare parts for industrial equipment- Health and safety engineer- Design and implementation of ISO 9001, ISO 14001, ISO 22000 and ELOT 1801 quality systems- Electrical drawings for buildings
Name and address of employer	Freelance Engineer
Type of business or sector	Technical services
Dates	From May 2009 to May 2015
Occupation or position held	Technical Manager
Main activities and responsibilities	Operation and maintenance supervision of factory equipment, Procurement of spare parts, Management of Quality systems ISO 9001 and ISO 14001, Personnel technical training, Health and safety engineer
Name and address of employer	Anagnostopouloi Bros O.E. "Anaplas", Kalyves Chalkidikis, 63100, Greece
Type of business or sector	Plastics industry

Dates	From July 2005 to December 2008
Occupation or position held	Assembly and Quality Control Manager
Main activities and responsibilities	Supervision of assembly department, Management of production processes, Design and construction supervision for assembly machines, Management of production machinery and tools, Writing work and quality control instructions (according to ISO 9001 and TS 16949), Internal auditor (ISO 9001), Personnel technical training
Name and address of employer	Siemens Enterprise Communications SA, Georgikis Scholis 89, Thessaloniki, 57001, Greece
Type of business or sector	Electronics industry
Dates	From January 2005 to May 2005
Occupation or position held	Technical support engineer, project manager
Main activities and responsibilities	Technical support, Engineering case studies and project management
Name and address of employer	Eleftheriadis I. (Geologist – contractor of public works), Kozani, Greece
Type of business or sector	Structural technical company
Dates	From September 2003 to September 2004
Occupation or position held	Scientific researcher in Aristotle University of Thessaloniki
Main activities and responsibilities	Scientific research and development in manufacturing processes
Name and address of employer	Laboratory for Machine Tools and Manufacturing Processes (Aristotle University of Thessaloniki)
Type of business or sector	Higher Education Science Foundation
Dates	From October 2001 to August 2003
Occupation or position held	Shoes sales manager
Main activities and responsibilities	Customer and product management, cost accounting and planning of operation
Name and address of employer	STEP ONE, K. Palama 8, Thessaloniki, Greece
Type of business or sector	Trading company
Dates	From February 2001 to September 2001
Occupation or position held	Solar water heaters sales manager
Main activities and responsibilities	Solar water heaters sales
Name and address of employer	Maltezos ABEE, Andrianoupoleos 41, Thessaloniki, Greece
Type of business or sector	Trading company
Dates	From September 1990 to May 1992
Occupation or position held	Worker
Main activities and responsibilities	Sales
Name and address of employer	Koptsi Anastasia, Kapetan Gkoni 26, Kalamaria, Greece
Type of business or sector	Mini market

Education and training

Title of qualification awarded	Institute of Technology Mechanical Engineering Department Diploma
Principal subjects/occupational skills covered	Mechanical drawing, Industrial production management and resource planning, Machine elements computing, Manufacturing processes and Mechanical studies of buildings. Diploma thesis subject: "Bending and indentation tests to determine chipboards' mechanical strength critical stresses and their correlation to the specific cutting force in milling"
Name and type of organisation providing education and training	Aristotle University of Thessaloniki, Institute of Technology Mechanical Engineering Department Construction Division Machine Tools and Manufacturing Processes
Level in national or international classification	Graduation grade: 6.65 (4 th highest degree in my class) Diploma thesis grade: 10

Personal skills and competences

Mother tongue(s)

Greek

Other language #1

English (Certificate of Proficiency)

Self-assessment

Listening	Reading	Speaking	Writing
Excellent (C2)	Excellent (C2)	Excellent (C2)	Excellent (C2)

Other language #2

Italian

Self-assessment

Listening	Reading	Speaking	Writing
Basic (A1)	Basic (A2)	Basic (A1)	Basic (A2)

Social skills and competences

Team work, adaptability, good communication and negotiation skills, steady worker, analytical thinking, quick learner

Organisational skills and competences

Understanding of responsibility and organization, result oriented, team management and coordination, personnel technical training

Technical skills and competences

Translating services in various fields (I have been a freelance translator since 2003)

Supervision for operation and maintenance of factory equipment (I have been working as a technical manager since 2009)

Organization and supervision of technical departments (I have been working as head engineer of departments since 2005)

Organization and training in health & safety procedures (I provide services as a Health and Safety Engineer since 2011)

Economics (Seminar: "General Economics for Engineers" 40 hours - Institute of Education and Training for Members of the Technical Chamber of Greece - 2014)

HACCP and Food Safety (Seminar: "Quality Management Systems - Food Safety HACCP" - Technical Chamber of Greece - 2014)

Export trade (Seminar: "International trade and exports" 40 hours - Greek Management Association - 2013)

Optimizing Performance for Businesses (Seminar: 'Performance Measurement Tools in Businesses' 25 hours - Technical Chamber of Greece - 2012)

Business Logistics (Seminar: 'Business Logistics' 25 hours – Technical Chamber of Greece – 2012)

Health and Safety Engineer (Seminar: 'Health and Safety at work – Accidents prevention in industries' 100 hours – EL.IN.Y.A.E. – 2010)

Production processes management (Seminar: 'Model 5S' - Forum Training & Consulting Ltd - 2007)

Implement quality control procedures and training for ISO 9001 head auditors (Seminar: 'Standardization and quality control of products' 200 hours – IEK Pythagoras – 2006)

Project and resources management (Seminar: «Project Management» - Epsilon Academy - 2006)

Training of ISO 9001 internal auditors (Siemens Teleindustry SA – 2006)

Computer skills and competences

Excellent knowledge of Microsoft Windows operating systems (Win10, Win7)

Excellent knowledge of Microsoft Office (Word, Excel, PowerPoint) and Libre Office (Writer, Calc, Impress)

Excellent knowledge of MS Outlook and Mozilla Thunderbird

Excellent knowledge of Chrome, Firefox and Microsoft Edge

Excellent knowledge of SDL Trados Studio Pro, MemoQ and Wordfast Pro CAT tools

Excellent knowledge of Xbench QA tool

	<p>Excellent knowledge of Wondershare PDFelement pro PDF edit tool</p> <p>Excellent knowledge of ABBYY FineReader OCR tool</p> <p>Average knowledge of Solidworks 3D mechanical drafting software</p> <p>Average knowledge of AutoCAD 2D mechanical drafting software</p> <p>Average knowledge of ERP Momentum (Logismos S.A.)</p> <p>Average knowledge of Microsoft Visio and Libre Office Draw</p>
Other skills and competences	Basketball coaching diploma (graduated from the 2007 Coaching School organized by the Greek Deputy Ministry of Sports)
Driving licence	I am a holder of a Greek driver's license. Category B vehicle
Additional information	<p>Military service fulfilled (Motorized Infantry Sergeant)</p> <p>References upon request</p>