**ELENI TOKMAKIDOU-MOSCHOURI**

Thessaloniki, Greece

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**PERSONAL SUMMARY**

Experienced translator from English to Greek language and from German to Greek language. Experienced lawyer in legal research, drafting and control of contracts, with a proven record of working as a legal advisor at an insurance company and earlier at a bank. A quick learner who holds a PhD in International Banking Law and a Master’s degree in International Commercial Law and who can quickly absorb new situations and communicate effectively with both legal professionals and members of the public.

**WORK EXPERIENCE**

**Freelance translator and subtitler (2016-now)**

Translation, subtitling, transcription, text editing and proofreading of legal, certificates and other administrative and educational papers from English to Greek and from German to Greek.

**Attorney at Law at the international insurance company «Groupama Phoenix S.A.»** (2002 –September 2016).

Duties:

* Control of Contracts.
* Translation of contracts from English to Greek.
* Out of Court Settlements.
* Providing accurate, timely and effective legal advice to clients.
* Writing up legal documents and preparing arguments to be heard in a trial.
* Representing the company in court.

**Research associate at the International Hellenic University, Thessaloniki Greece.** (2011-2013)

Duties:

* Translation of several papers from English to Greek and from German to Greek.
* Creation of Legal Databases.
* Organization and conducting of the postgraduate programmes: a) “LLM in Transnational and European Commercial Law and Alternative Dispute Resolution” and b) “MA in Art, Law and Economy’’ Drafting of handbooks and brochures, guidance and advice to students.
* Presentation and promotion of the postgraduate programmes in the premises ‘of the International Hellenic University, in other Law Schools and at Conferences.

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**Legal advisor at Piraeus Bank** (former Macedonia and Thrace Bank) (1987- 1999)

Duties:

* Providing legal advice to bank employees and decision makers regarding legal issues.
* Supervision of 12 cooperating lawyers (coordination of actions, advice and guidance, control of files after the completion of allocated projects, supervision for the proper handling of an assignment.
* Translation of legal papers from English to Greek and form German to Greek.
* Researching precedents in law libraries.
* Drafting and control of contracts.
* Supervision of the bank’s participation in executions and auctions.
* Writing up legal documents and representing the bank in court.
* Numerous consultatory responses concerning Domestic and International Commercial Law.
* Loans’ control.

**EDUCATION**

**Expertise Certificate in Subtitling a)** formEnglish to Greek **and b)** from German to Greek, National & Kapodistrian University of Athens, 2022-2023.

**Expertise Certificate in Translation** fromEnglish to Greek, National & Kapodistrian University of Athens, 2021-2022.

**Expertise Certificate** **in Translation** from German to Greek, National & Kapodistrian University of Athens, 2021-2022

**Expertise Certificate in Text Editing and Proofreading,** National & Kapodistrian University of Athens, 2020-2021

**Diploma,** School of Higher Pedagogical and Technological Education (The ASPAITE) Thessaloniki, Greece (2010).

**PhD** in International Banking Law. Title of thesis: ‘The Institution of Bank Secrecy in English and Greek Law’, University of Manchester, UK (2003).

**Master** by Research (MJur.) in International Company Law, Title of thesis: ‘Commercial Letters of Credit in England and in Greece’, University of Birmingham, UK (1996).

**Diploma** (Postgraduate Studies) **in Higher Education and International Development,** University Research, University Teaching, Planning and Administration in the University, University of Kassel, Germany, (1982)

**Ptychion,** Law School, Aristotle University Thessaloniki, Greece (1977).

**AREAS OF EXPERTISE**

Translation, Corporate Law, International Commercial Law, Contract Law, Banking Law, Administration, Legal Research, Insurance Law.

**SKILLS**

Mother tongue: Greek.

English: Full professional proficiency.

German: Full professional proficiency.

Computers MS Word, MS Excel, MS Access, MS Power Point, Internet/e-mail (ECDL 2009), Windows movie maker and comics for educational purposes.