Andrea Achilleos

66 Riverside House

Fobney Street,

Reading,UK

RG1 6BJ

Saturday, April 16, 2011

Dear Sir/Madam,

Regarding the job position currently advertised on tranlsationdirectory.com, please find attached a copy of my CV for your consideration.

I am looking to gain practical experience within translation industry and feel that part-time position within your company would help me to demonstrate the abilities I have.

I am studying European Studies and have already gained some experience as a student in languages at the University of Reading in the UK.

I believe my skills in languages would make me a positive addition to your team.

I look forward to hearing from you soon.

Yours sincerely

Andrea Achilleos

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**66 Riverside House**

**Fobney Street, Reading, UK**

**RG1 6BJ**

**Mobile: 0044 7972 451 029 – 00357 99 917768 ∙ E-mail: achilleos.andrea@gmail.com**

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| **Profile** |

A second year student. Studying BA European Studies in the University of Reading. A young and enthusiastic person ready to explore the world after university life. Very organised, and ready to work hard. I can add that I am willing to reach every goal I set and gain as much experience as I can get from every moment in my life. I can easily communicate and understand what other people say and that’s how I move on with life.

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| **EDUCATION** |

**Sept 2009- Current: University of Reading**

**BA European Studies**

-Key Modules: European Political Integration - Unity, Nationalism and Regionalism in Europe – French Language - Spanish level 1 – History of Greek Religion – French Literature on screen.

**Sept 2002- June 2009: Saint Mary’s School, Limassol Cyprus**

**Final Grade:** 17/20

-School Leaving Certificate: Religious Education, English, French, Modern Greek, Italian, Mathematics, History, Geography, Accounting, Typewriting, Computer Studies

**A-Levels:** Modern Greek (A), French (C), Italian (C).

**O-Levels:** English Language (A), Modern Greek (A), French (B), Italian (B), Mathematics (D)

**LCCI exams:** Level 2 in Text Production-Typewriting (Distinction)

Level 3 in Text Production-Typewriting (Credit)

Level 1 in Accounting (Pass)

**Delf exams:** A1, A2, B1, B2

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| **Work Experience** |

**June 2010- August 2010: Columbia Ship management Ltd., Limassol-Cyprus**

-Purchasing department

* Sending enquiries to suppliers and placing orders for general deck and engine stores/ consumables and spare parts, to cover the ships needs

**April 2008 – September 2009: “Bebebo” children’s wear Boutique, Limassol-Cyprus**

**-**Help Assistant

**June 2005 – September 2005: “Fresh Day” Bakery, Limassol-Cyprus**

**-**Cashier and Help Assistant

With these jobs I learned to expand my knowledge in different paths. I have seen how I can ameliorate my communication skills and help where I am needed. I learned to be more responsible and how to work in groups and get things done in an easy and pleasant way.

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| **Additional Skills** |

**Languages:** -Greek (native)

-English (very fluent)

-French (very fluent)

-Italian (fluent)

-Spanish (level 1)

**Computers:**  **European Computer Driving License**

-Concepts of Information Technology

-Using a Computer and managing files

-Word Processing/Word XP

-Spreadsheets/Excel XP

-Database/Access XP

-Presentations/PowerPoint 2000

-Information and Communication

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| **Personal Information** |

**Driving License:** Full clean driving license

**Interests:** Travelling, Socialising, Collecting Quotes on various topics, Listening to a wide range of music, Watching films in other languages and cultures.

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| **References** |

Available upon request