

# DIMITRA MAMAKA

Archaeologist and many other things is a way to describe myself. Except from my love for the ancient civilizations, I have many other interests. Some time ago i decided to work as a freelancer online and it came with pleasant surprises!

My artistic side is expressed by writing articles by doing online research. For the reason that I love English Language and Grammar and want to expand my knowledge, I have been working on translations, transcriptions and ever the creation of an English Dictionary.

While working at the Healthcare system I learned how much it matters to stay at the side of people who are in need. Also, since I had jobs with many coworkers, I know that I am a teamplayer and I love to meet new characters. Finally, completing tasks under pressure is something I learned through years of experience and a quality which I cultivated by expanding my field of knowledge.



## WORK EXPERIENCE

- Dec 2020 - Nov 2022** **Office worker**  
**National Public Health Organization, Heraklion**  
Working in the office of National Public Health Organization. The responsibilities were to organize teams for COVID-19 testing to the public, calling retirement homes and other structures to book appointments for COVID-19 testing in order to prevent exposing the disease to the public and control it. Managing the personnel of these teams and creating a program for them. Moreover, many other urgent tasks which were necessary for the control of COVID-19.
- Jun 2020 - Jun 2020** **Content Writer**  
**Natalia Nadolska (Upwork), Heraklion**  
Online content creating for website about beauty products in Greek.
- Jun 2020 - Oct 2020** **Article Writer**  
**Mobarak H. (Peopleperhour), Heraklion**  
Article writing on several topics for blog use in English.
- Jun 2020 - Jun 2020** **Article Writer**  
**Thomas Wang (Upwork), Heraklion**  
Several articles "Roundup lists" type about house decoration.
- Jun 2021 - Oct 2021** **Transcriber**  
**YYZ Translations, Heraklion**  
Transcription project (reading in Greek and transcribing).
- Aug 2021 - Sep 2022** **Co-Creator of Website**  
**Alexander Lenton, Heraklion**  
Ongoing project. Creating the content of an English Online Dictionary. The content is about English Grammar and Dictionary entries.
- Jul 2022 - Aug 2022** **Translator**  
**Synergium, Heraklion**  
Translating content from English to Greek for "Synergium".



## EDUCATION AND QUALIFICATIONS

- Sep 2010 - Sep 2016** **Bachelor of History and Archaeology**  
**University of Crete, Rethimnon, Crete**  
Degree in History and Archaeology with speciality in Archaeology.



## PERSONAL

- Name**  
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- Phone number**  
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- Email**  
dimitra1503@hotmail.com
- Date of birth**  
12-02-1990
- Place of birth**  
Agios Nikolaos
- Gender**  
Female

## INTERESTS

- Reading Books
- Traditional Cretan Dancing Lessons
- Watching movies

## LANGUAGES

- English ★★★★★
- Greek ★★★★★
- German ★★



## SKILLS

Microsoft word



Microsoft Excel



Internet

