**Curriculum vitae**

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OBJECTIVE

Freelance translator, proofreader and data input in English – Greek – German

SKILLS PROFILE

• More than fifteen years’ experience in translating and proofreading

• Customer service, maintaining positive relations with customer in high-volume, fast paced operations

• Good organizational skills

• Good customer-relations background

EMPLOYMENT HISTORY

Freelance translator and proofreader

1995-current

• Working for different translation agencies and private clients.

• Successfully complete all jobs by time requested.

• Coordinate delivery of large projects.

• Olympic volunteer translator and visitor’s guide at the 2004 Athens Olympic games

 German language teacher 2010-2011

 “Efodio” foreign language school

• Teaching German to juniors and adults.

• Tutoring for Greek national language exams.

EDUCATION

Swiss School of Tourism and Hospitality Chur

1983-1986

 Swiss Diploma in hotel operation

 Postgraduate diploma in international hospitality management

Bénédict Sprachschule Zurich

1982

 English C2 certificate (proficiency)

Kantonsschule (high school) Frauenfeld

Graduate in philology (German and Greek)

1980-1983