

# AMALIA CHATZIMICHALI

62 Lyssikratous Street, Alimos, 17455, Athens, Greece

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Date of Birth: 06/12/1981  
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## **EDUCATION AND QUALIFICATIONS**

### **2003 – 2004: University of Leeds**

#### ***MA in Interpreting and Translation Studies (Greek, English and German)***

I received intensive training in Consecutive and Simultaneous Interpreting. I also worked as a trainee translator on journalistic, administrative, technical and literary texts.

Result: Merit 69.14% (70% : Distinction)

### **1999 – 2003: Panteion University of Athens**

#### ***BA Honours Degree in Communication, Media and Culture***

I specialised in the field of Advertising and Public Relations. Coordinating a four – member group for two years I worked on CRM and Market Research projects, communication strategy plans, simulated advertising campaigns and PR events.

Result: **First Class** (84.8%)

### **2000 – 2002: Goethe Institut, Athens**

#### ***Professional Translation Diploma (German – Greek)***

I attended a two – year translation course working both ways between German and Greek. My training involved working on administrative, legal, medical and other text types. At the end of the course I obtained my Professional Translation Diploma with a distinction.

### **June 1999 – September 1996: 1<sup>st</sup> Senior High of Alimos, Athens**

In June 1999 I graduated from the 1<sup>st</sup> Senior High of Alimos. My final graduation score was **Excellent** (19.6/20).

## **WORK EXPERIENCE**

### **January 2005 – Present: Geoinvest SA, Athens**

I work as Communications Executive responsible for organising marketing and advertising activities, assisting in the translation and design of brochures, manuals, technical and general texts. My duties also include preparing reports and acting as daily liaison to business partners primarily in Greece and Germany.

**March – June 2003: S.C.S. KnowHow Ltd, Athens**

I worked as Part – time Marketing Assistant responsible for organising promotional activities and advertising material. I assisted in the design of CDs, websites and brochures while also providing general administrative assistance.

**July – September 2000: Tuebingen, Germany**

I worked as an au pair teaching Latin and English during summer vacation.

**OTHER ACHIEVEMENTS AND ADDITIONAL SKILLS****October 2004: European Commission and Parliament, Brussels**

I took part in a week – long seminar on multilingualism and interpreter training support. I attended multiple lectures on the use of new technologies, practiced conference interpreting and shadowed professional interpreters.

**LANGUAGE SKILLS:**

- **Greek:** mother tongue
- **English:** native speaker level
- **German:** excellent conversational skills, both oral and written proficiency
- **Spanish:** intermediate level

**IT SKILLS:** All Microsoft packages: Word processing, PowerPoint, Excel, Outlook; familiarity with translation software (SYSTRAN, TRADOS); extensive Internet use, good web designing skills (Arachnophilia, Microsoft FrontPage, Dreamweaver), basic HTML programming competence

Full clean EU Driving Licence held for four years

**HOBBIES AND INTERESTS**

Languages, travelling, western art, music, dance, cinema, new media, scuba diving.

**REFEREES**

1) Dr. Svetlana Carsten, MA Programme Director, University of Leeds, +44(0)113343,

E-mail: S.Carsten@leeds.ac.uk

2) Mr. Stelios Hatzimanolis, Art Director, S.C.S. Knowhow Ltd, +30 210 9418106,

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