



Europass Curriculum Vitae

Personal information

First name / Surname	ANNA PRIGHIPAKI		
Address	40 Antiocheias Street, 112 51 Athens, Greece		
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Nationality	Greek		
Date of birth	May 22 nd 1976		
Gender	Female		

Desired employment / Occupational field

Translator

Work experience

Dates	2007-2008		
Occupation or position held	Director of Public Relations, Managing Director		
Main activities and responsibilities	Participation in the creation, translation and proofreading of the Translation of "THE LIGHT OF OLYMPIA"		
Name of employer	PEACE & GLORY S.A.		
Type of business or sector	Greek Company of Management for Cultural Services and Products		
Dates	2001-2007		
Occupation or position held	Administrative assistant – Bilingual secretary		
Main activities and responsibilities	Working on the computer, translations, filing		
Name of employer	BETAPLAN S.A.		
Type of business or sector	Architectural Designs and Studies		
Dates	1999-2000		
Occupation or position held	Secretary		
Main activities and responsibilities	Preparation of the company's seminars		
Name of employer	INTERNATIONAL FORUM TRAINING LTD		
Type of business or sector	Executives Training – Seminars		
Dates	1996-to date		
Occupation or position held	Translator – Transcripitor		
Main activities and responsibilities	Translations (law, economic, financial, business, medical and architectural – electromechanical texts and tender documents), transcriptions (Greek and English)		
Name of employer	Various employers		
Type of business or sector	Various types		
Dates	1996-1999		
Occupation or position held	Administrative assistant – Secretary		
Main activities and responsibilities	Communication with clients, answering the telephone, filing, working on the computer, translations		
Name of employer	TRIAS LTD		
Type of business or sector	Construction of aluminium doors and windows, glass panels etc.		

Work experience

Dates	March 1996
Occupation or position held	Transcriptor
Main activities and responsibilities	Transcription of the minutes of the conference "GREECE. INTERNATIONAL INTELLECTUAL CENTRE" held on October 1995 at the European Cultural Centre of Delphi
Name and address of employer	Xinis Educational Centre
Type of business or sector	Educational Centre

Education and training

Dates	2003, 2005
Title of qualification awarded	BA (not acquired yet)
Principal subjects/occupational skills covered	2003 – An Introduction to the Humanities 2005 – Art and Its Histories
Name and type of organisation providing education and training	The Open University PO Box 197, Milton Keynes, MK7 6BJ, United Kingdom
Dates	November 1996
Title of qualification awarded	Diploma in Translation
Principal subjects/occupational skills covered	Semi-specialized areas: Business and Science
Name and type of organisation providing education and training	Institute of Linguists Educational Trust
Dates	11/29/1994 – 01/27/1995
Principal subjects/occupational skills covered	30-hour typing Seminar
Name and type of organisation providing education and training	Xinis Educational Centre
Dates	10/15/1994 – 06/30/1996
Title of qualification awarded	Interpretation – Translation
Principal subjects/occupational skills covered	Interpretation, Translation (legal, economic, scientific), Commercial Correspondence, European law, Microeconomics – Macroeconomics, Linguistics
Name and type of organisation providing education and training	Carierra
Dates	June 1995
Title of qualification awarded	Translation from and into Greek (endorsement to Certificate of Proficiency in English)
Name and type of organisation providing education and training	University of Cambridge
Dates	June 1992
Title of qualification awarded	Certificate of Proficiency in English
Name and type of organisation providing education and training	University of Cambridge

Personal skills and competences

Mother tongue

Greek

Other languages

Self-assessment

European level ()*

English

French

Italian

Spanish

Arabic

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User
B1	Independent User	C1	Proficient User	B2	Independent User	B2	Independent User	B1	Independent User
B1	Independent User	B2	Independent User	B1	Independent User	B1	Independent User	B1	Independent User
B2	Independent User	C1	Proficient User	B2	Independent User	B2	Independent User	B2	Independent User
A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

- Team spirit;
- Ability to adapt to multicultural environments, gained through my work experience with people from foreign countries and different cultures
- Good communication skills, gained through my experience in secretarial positions

Organisational skills and competences

- Leadership, gained through my experience as Managing Director
- Sense of organisation, gained through my experience in secretarial positions

Computer skills and competences

- Good command of Microsoft Office™ tools (Word™, Excel™ and PowerPoint™), SDL Trados Studio 2011

Driver's licence

No

Additional information

References supplied on request