

Curriculum Vitae

PERSONAL INFORMATION

Costas Papadopoulos



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23/10/1977 | Greek

PROFESSIONAL EXPERIENCE

- **Content Manager – KEPPEDIH/CAM** <https://www.chania-culture.gr/>
November 2018 - present - (outside partner)
Translation and uploading of material for the company's website, Facebook (<https://www.facebook.com/keppedih>), Instagram (<https://www.instagram.com/culturechania/>), posting and monitoring
- **Front Desk Clerk – KEPPEDIH/CAM Secretariat**
July 2018 – November 2018
Administrative duties, customer / visitor care, correspondence, logistics register keeping, vehicle register keeping
- **Freelance translator, editor**
January 2001 – present

Greek – English – Spanish language translating, editing and writing.

Some projects that are worth mentioning:

Translation Projects for JR technologies / September 2016 – December 2016
<http://www.jrtechnologies.com/>

Portareto doors website – May 2014
<http://www.portareto.gr>

Corinna Mare Hotel website – February 2013
www.corinna.gr

Revision of the new edition of the “Say it in Greek” phrasebook, Dover publications, New York / January 2013 – June 2013

- **Receptionist / Corinna Mare Hotel**
May 2015 – December 2016
www.corinna.gr
Reservations, Customer Care, Billing, Reception,

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- Freelance Tour Escort / Guide

Rhapsody Travel, Heraklion May 2017 – September 2017

Tui Hellas, Chania June 2014 – October 2017

Io Tours, Chania / October 2016

Elafonissos Travel, Chania / April 2015 – October 2015

Hellenic Zeus, Chania / May 2014 – October 2014

Pick-ups, Drop-offs, Escorts, On-bus payments, Ticket issuing, Basic Information regarding the visited sites, in both English and Spanish, accordingly

- Translator – Interpreter / Hellenic Weightlifting Federation

January 2001 – January 2013

Translation of all correspondence, technical manuals and administrative documents

- Oral Examiner for the State Certificate for foreign languages - Spanish
2011 – present

- Spanish Language Tutor

October 2008 - present

Preparation of and correction of exams and exercise material.

- Data Entry Clerk / Athens Prefecture

September 2007 – September 2008

Transcription of the outcomes of hygienic controls from hard copy to Excel form.

EDUCATION AND TRAINING

September 2017 – present

Undergraduate student – University of Crete, School of Economics

September 2006

June 2010

B.A. Spanish language & Civilization

Greek Open University, Patras 2010

The major courses of the department:

- Spanish language
- Hispanic History and Civilization
- Sociology
- Linguistics
- Hispanic Literature

September 1992

June 1995

High School Studies, Zannio High School, Piraeus

Seminar

February 2018

Google Grow Greek Tourism Online, Rethymno

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PERSONAL SKILLS

Mother tongue Greek

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Oral	Reading	Spoken interaction	Spoken production	
English	Near Native	Near Native	Near Native	Excellent	Near Native
C2 – Certificate of Proficiency, University of Michigan					
Spanish	2 nd language	2 nd language	2 nd language	2 nd language	2 nd language
C2 – Diploma, Superior DELE / Spanish language & Civilization B.A., EAP					

Communication skills

- Advanced communication skills honed through the efficient managing of tourists in a reception as well as in tours.

Organizational / managerial skills

- Organizational skills practiced through efficient class management and other administrative duties

Job related skills

- Profound knowledge of the Booking.com and Expedia.com platforms on the hotel's end, through handling the reservation department for Corinna Mare for a whole season.
- Awareness of a customer's needs, acquired through my receptionist experience, and my employment in the cultural department of the Chania Municipality.

Digital Competence

SELF ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient User	Proficient User	Proficient User	Independent User	Independent User

- Unicert Primary certification <http://unicert.gr/?p=162>
- Advanced MS Office use, through years of preparing documents for translations. Solid knowledge of Adobe InDesign and Adobe Photoshop for the same reason. Profound knowledge of MS Excel, since we use it for various analysis in the university's computer lab.

Other Skills

- Carpentry was my grandfather's trade and it runs in the family.
- Sound engineering through computer platforms because of personal interest.

Driving Licence B