

GEORGIA KOKKINO

PERSONAL DETAILS

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EMPLOYMENT HISTORY

July 2013 – Present	Freelance Translator – Proofreader – Digital Copywriter
September 2014 – Present	Instructor at Glossologia School of Professional Linguistic Studies (English to Greek at the Distance Learning Translation Programme, Business Terminology for Translators and Interpreters)
July 2013 – November 2013	Forthnet Group – Nova Platform Subtitler (English to Greek, German to Greek) – External Associate (Duration of subtitled programmes: 20 hours)
Mar. 2008 – Jan. 2012	Alpha Bank – Corporate Banking Division Relationship Manager
Main Responsibilities:	<ul style="list-style-type: none">• Integrated corporate customer relationship management. Promotion of all banking services and products. Complaint management.• Negotiating with corporate customers, with regards to credit facilities and their terms of use [e.g. securities, pricing, loan structure, etc.]• Portfolio management: Forming credit strategy proposals, risk and return management• Supervising and guiding the analyst performing the financial and business analysis• Collaborating with the branch network and other product divisions of the bank, in order to implement all approvals• Following all latest developments in the industries of interest and in competitors' activities Major industries: Construction, Real Estate, Hotels, Media, Advertising, Retail - Department Stores
Aug. 2004 – Mar. 2008	Alpha Bank – Corporate Banking Division Senior Analyst
Main Responsibilities:	<ul style="list-style-type: none">• Financial and business analysis, credit risk rating• Communication with corporate customers and with bank network
May 2000 – Sep. 2003	Alpha Bank – Ilioupoli Branch Loan Division
Main Responsibilities:	Letters of Guarantee, Letters of Credit, Collaterals, Documentation, Housing Loans, Post Dated Cheques
Oct. 1999 – May 2000	Alpha Bank – Private Banking Division Back-office

ACADEMIC BACKGROUND

Jan. 2014	Diploma in Translation Institute of Linguists Educational Trust (IoLET) Unit 1 (General): Pass Unit 2 (Business): Distinction Unit 3 (Science): Pass
Oct. 2012 – Feb. 2014 Topics covered: Duration:	Glossologia School of Professional Linguistic Studies Intensive Translation Course by Distance Learning - Diploma in Professional Translation Language Combination: Greek-English-Greek <ul style="list-style-type: none"> • Theory and practice of translation, source and target language improvement, examination of Greek - English transfer errors through contrastive analysis, awareness of cultural context, encoding - decoding process, translation practice on semi-specialised texts, research methodology • Preparation for the Diploma In Translation of the Institute of Linguists (IoL) 40 weeks
Oct.2012 – June 2013 Topics covered:	Glossologia School of Professional Linguistic Studies Audiovisual Translation - Subtitling Language Combination: English-Greek Techniques for transferring oral to written discourse, rules for positioning subtitles on the screen, cueing of subtitles, condensation skills, dubbing techniques, linguistic parameters in subtitling, cultural parameters in subtitling
2003 - 2004 Courses: Research projects:	London School of Economics and Political Science MSc in Accounting and Finance Corporate finance and asset markets, Corporate financial reporting, Organisational theory and behaviour, Management accounting, strategy and organisational control <ul style="list-style-type: none"> • Case Study on Forex: Money Market vs. Forward Contract vs. Currency Futures Contract • Accounting Treatment of Debentures according to UK GAAP and IFRS • Accounting for R&D: Capitalize & Amortize vs. Expense [US GAAP] vs. Capitalize and expense [IAS, UK GAAP] vs. contra-equity accounting • Compare & Contrast the positional, resource-based, and dynamic capabilities, perspectives on strategy
1998 - 2002 Research projects:	Athens University of Economics and Business Business Administration <ul style="list-style-type: none"> • Globalization of business activities and effects in human resource management • Techno-economic study on potential expansion of a tents' fittings and equipment manufacturer • The creative department's importance in building a communication strategy in advertising • Financial Statements Analysis of Domiki Kritis SA • Strategic Analysis of Alpha Bank

OTHER SKILLS

Languages	English : Cambridge Proficiency German : Kleines Sprachdiplom - Goethe Institut
GMAT	710 / 800 (93%)
IT Skills	Microsoft Office (Microsoft Word, Excel, PowerPoint, Outlook), Internet, Moody's Risk Advisor, Databases such as "Reuters", Subtitling software (FAB, SubEasy, Subtitle Workshop), CAT Tools (Trados, SDL Studio, SDL Multi Term, Memsource)

SEMINARS

- Writing for the Web – Open2Study, Open Universities Australia (2017)
- Creative writing – Glossologia (2016)
- Text editing, review and proofreading – Glossologia (2014)
- Law Terminology for Translators – Glossologia (2014)
- Translation of EU Texts – Glossologia (2013)
- SDL Studio Workshop – Glossologia (2013)
- Translation as a Profession – Glossologia (2013)
- Negotiation Skills – Scotwork Hellas (2011)
- Risk and Return in Corporate Banking - DC Gardner (2008)
- Intensive Credit Programme – Fitch Training (2007)
- Corporate Loans, Hellenic Bank Association, Hellenic Banking Institute (2005)
- IFRS, Hellenic Exchanges' Training Center (2005)
- Fundamentals of Credit Analysis, Euromoney Training, EMEA (2005)
- Marketing principles and sales techniques to keep customers satisfied, Hellenic Bank Association, Hellenic Banking Institute, Distance Learning (2002)

MAJOR PROJECTS & CUSTOMERS (Direct or Indirect)

- Saxo Bank (translation from English > Greek of various market analysis reports, c. 150,000 words)
- Piraeus Bank new site (participated in the team that translated the site from Greek into English)
- EBA Guidelines (translation into Greek 70,000 words – proofreading 55,000 words)
- IFRS 15 (translation into Greek 10,000 words – proofreading 12,500 words)
- IFRS 16 (translation into Greek 15,000 words)
- EIOPA documents (translation into Greek 50,000 words – proofreading 25,000 words)
- Other EU institutions' documents, such as finance contracts, EU budgets, regulations, etc. (translation into Greek 65,000 words – proofreading 7,000 words)
- European Investment Bank-ELIAMEP (Subtitling –translation English<>Greek and timing- of a 3 hour conference on entrepreneurship held in Athens in May 2014)
- Translation from Greek into English for a website featuring applications for portfolio monitoring (private customer, around 90,000 words)
- Orco SA, Translation & Localization Services (External Associate)
- Podium Translation and Interpretation Services (External Associate)
- OTE SA (translation from English into Greek of a Bond Agreement)
- Mars Hellas SA (translation of various marketing brochures from English/German into Greek)
- Pharmathen Hellas (translation of various marketing brochures from English into Greek)
- Corinth Pipeworks SA (site translation –part referring to products– from English into Greek)
- Footpaths of Patmos, Despoina Vakratsi (translation of the book from Greek to English)
- Banking for non Bankers: Distressed Housing Loans, Costas Kokkinos (translation of the book from Greek into English)
- Translation of various legal articles and documents for lawyers (Greek > English, c. 75,000 words)
- Web writing for Eurobank's new website (Eurobank is one of the largest banks in Greece)