

# VASILIKI TOSKA

DATE OF BIRTH: 29-07-1977  
PLACE OF BIRTH: GREECE, ATHENS  
MARITAL STATUS: SINGLE  
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## PROFESSIONAL CAREER

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### ➤ **2013(July)- eni Cyprus Ltd., Nicosia-CYPRUS**

#### **Personal Assistant to Managing Director**

##### *Main responsibilities:*

Provide professional and administrative support to the Managing Director:

- Day to day diary management, managing all forms of incoming and outgoing communication on behalf of the MD
- Analyzing incoming and outgoing communication, submissions and reports and prepare and coordinate the preparation and submission of summary briefs and reports to the MD
- Liaising with departmental staff and with contractors and authorities on behalf of the MD
- Organizing meetings and events as required. Also, coordination of agenda papers for management level meetings
- Assisting in the preparation of presentations and minute taking
- Translating press releases, Cypriot laws (Greek>English)
- Maintaining corporate files and travel arrangements

### ➤ **2013 (December)- Anubias Translations Ltd., Nicosia-CYPRUS**

#### **Freelance Translator**

##### *Main responsibilities:*

Freelance Translation: English>German, German>English (Medical, Legal, Financial)

### ➤ **2011(November)-2013(January):Ministry of Interior, Civil Registry and Migration Department, Nicosia-CYPRUS**

#### **Administrative Officer**

*Main responsibilities:*

Provide administrative support within the framework of the Cyprus Presidency of the Council of the European Union:

- Responsible of the Civil Registry Section
- Assistant to the Project Manager (e-Passports Project)
- Assistant to the Project Manager (e-IDs Project)
- Assistant to the Project Manager (e-Residence Permits for Third Country nationals)
- Member of the Travel Document Committee of the European Commission
- Member of the Committee of "Article 6" of the European Commission

➤ **2010(January)-2011(October):National Technical University of Athens, School of Electrical and Computer Engineering, *Forecasting and Strategy Unit*, Athens-GREECE**

**Research Associate**

*Main responsibilities:*

Implementation of Projects co-funded by the European Commission and National Funds.

*Main research fields:*

- Decision Making Systems
- Model of Skills Management
- Web Applications

➤ **2007(September)-2009(December): Ministry of Economy and Finance, *Special Secretary for Digital Planning – Digital Awareness and Response to Threats Team*, Athens-GREECE**

**Training & Scheduling Coordinator**

*Main responsibilities:*

Organizing and disseminating the actions of the DART Team:

- Participation in the development of the web site [www.dart.gov.gr](http://www.dart.gov.gr)
- Participation in the development of interactive educative CDs with practical advice for the creative and safe use of Internet by parents and children
- Participation in educative seminars and workshops in Greek

schools and municipalities with the aim to train and sensitize students, parents and citizens on safe Internet browsing.

- **2004(April)–2007(September): Ministry of Economy and Finance, Deputy Minister of Economy and Finance Office, Athens-GREECE**

**Executive Secretary**

*Main responsibilities:*

- Provide professional and administrative support to Deputy Minister
- Participation in organizing and conducting lectures and events of the Deputy Minister
- Writing press releases about the activities of the Deputy Minister in both Greece and abroad
- Monitoring of Greek and foreign press, news' filtering

- **2004(February-December): European Union, Directorate General for Translation (DGT), Brussels- BELGIUM**

**Freelance Translator**

*Main responsibilities:*

Freelance Translation: English>Greek, German >Greek (EU Policies, Laws, Affairs, Regulations)

- **2003(November)–2004(March): Solidus Securities S.A. (Securities Firm), Athens-GREECE**

**Administrative Assistant**

*Main responsibilities:*

Responsible for monitoring, evaluation and communication in international financial matters.

- **2003(September)–**

**German and Spanish Teacher** (Private tutor)

- **2003(March-August): European Union, Brussels- BELGIUM**

**Stage at the Directorate General for Translation, DGT/  
Greek Team AB-6:**

*Main responsibilities:*

Translating laws, policy papers, reports, correspondence and other written texts drafted by or sent to the Commission.

- **2001(June)–2003(February): Brussel’s Expert Teamwork-Beratungsgruppe, Hamburg- GERMANY**

*Main responsibilities:*

Translating technical, commercial and scientific texts (German>English>Greek and vice versa).

## EDUCATION

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- **2009-2012: Master in Teaching German as a Foreign Language**  
**Hellenic Open University (H.O.U.)**  
**School of Humanities**
- **2000-2001: Master in Translation, D.U. PROGRAM**  
**Hellenic American Union** in cooperation with the *Institut de Traducteurs, d’ Interpretes et de Relations Internationales-Universite Marc Block, STRASBOURG.*  
Languages: Greek, German and English.  
Fields: Economics, Law, European Institutions, Technology.
- **1999- 2000: Diploma in Translation- Übersetzerdiplom**  
**Goethe Institut Athen**  
Languages: Greek and German.  
Fields: Economics, Law, Medicine, European Institutions.
- **1997-2001: Department of German Language and Literature**  
**National and Kapodistrian University of Athens**  
Subject: *Translation*

## LANGUAGES

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- **Greek:** mother tongue
- **German:** perfect knowledge: *written and spoken*  
(**Kleinesssprachdiplom**)
- **English:** perfect knowledge: *written and spoken*  
(**Certificate of Proficiency in English**)
- **Spanish:** perfect knowledge: *written and spoken*  
(**Diploma Superior de Español**)
- **French:** good knowledge: *written and spoken*  
(**DELF**)
- **Italian:** good knowledge: *written and spoken* (**A2-B1**)

#### EDUCATIONAL SEMINARS

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- **April 2003:** Member of the organizational committee for the preparation of the 14<sup>th</sup> Seminar of Greek teachers of BENELUX: "Practices and prospects for promoting Greek language and culture in Europe" (Brussels).
- **June 2003:** Participation in the coordination of the seminars: "The internal market of the European Union" and "The business policy of the European Union (Brussels).
- **7-11 April 2014:** Seminar: "Introduction to eni for young graduates" (Eni Corporate University- Milano).
- **4-5 August 2014:** Workshop: "Contracts Database- New reporting system on negotiation activities" (Eni S.p.A. - Milano).

#### COMPUTER SKILLS

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**Computer:** Microsoft Office, Internet (ECDL Certification)

**Seminars for the Stagiaires of the Directorate General for Translation (E.C.):**

- SdT Computer environment
- SdT DOC
- TERMINOLOGY
- MULTITERM
- SdTnet, Intracomm, Europa, www
- SdT Vista
- SYSTRAN
- EURAMIS/ TWB ( Translator's Workbench)
- Séance pratique CELEX, EUROLEX

#### ACTIVITIES

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Member of the Board of Directors of the Non-Profit Organization Digital Awareness and Reinforcement of Trust (D.A.R.T.) ([www.dart-ngo.gr](http://www.dart-ngo.gr)).

#### OTHER ACTIVITIES

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Tennis, Squash (professional level)