

Emmanouela Makraki

Assistant Project manager



Ambitious and focused-on-detail translator, trained in Project Management. Eight years of customer care and manager assisting experience.

Peloponnisou 10, Glyfada 16561
+306941680448
emmanouelamakraki@gmail.com
Skype ID: emmnaouelamaraki

Work History

Office Assistant at Heraklion Chamber, Herakleion, Crete

MARCH 2015 – MAY 2015

Data Entry and Job-training Programs assistant. Also, assistance to the Chamber manager and event-planning.

- Handled the sorting and distributing of mail and oversaw front desk operations.
- Facilitated the application process by verifying employment and tenant history.
- Greeted and assisted all visitors with a pleasant and helpful attitude

Cashier at Eatery, Athens

NOVEMBER 2015 – DECEMBER 2016

Customer care and responsibility for the daily income and expenses.

- Recorded and processed all orders in an organized and accurate manner.
- Settled any customer disputes in a professional and pleasant manner.
- Worked to ensure a positive and hassle-free customer experience.
- Adhered to all safety rules and guidelines.
- Ensured proper delivery times for all events and coordinated travel for deliveries.
- Answered phones, relayed important messages, and served as a general liaison between the florist and customers.

Sales Staff at Pop-Air, Athens

APR 2017 – MAY 2018

- Collected and analyzed data using various frameworks
- Troubleshoot software problems
- Prepare documents relating to debits notes

Assistant Manager at Burger Joint, Glyfáda

MARCH 2019 – DECEMBER 2021

- Provided optimal assistance to the General Manager and handled a variety of tasks.
- Served as a helpful assistant to all office staff including the Accountant,
- Property Manager, Maintenance Manager, and Broker

Core Skills

- Project Documentation
- Problem-Solving and Intuitive Thinking
- Planning Speed

Technical Skills

- PowerPoint
- Access
- Excel
- Word
- Google Docs
- Outlook
- TCS
- Lark

Languages

- English (Certified Proficient Level)
- French (Good at everyday speech)

Translation Technical Skills

- SDL Trados
- Subtitle Edit
- Microsoft Word

Referees

Lena Stefanoudaki
Herakleion Commerce Chamber
stefanoudaki@ebch.gr
+302810247034

Subtling Vendor Manager at KINO Athens

MAY 2022-PRESENT

- Subtitling various kinds of scripts and movies
- Final eye on SRT files
- Sync & Encoding
- Time efficiency

Transcription Evaluator at Transperfect

MAY 2022-PRESENT

- Moderate audio
- Transcription methods
- Use of TCS , Lark and TCS

Exam Proctor for Michigan ECCE (2017)

Education History

- 2nd High School, Herakleion

SEPTEMBER 2008 – MAY 2011

- Bachelor, Aegean University, Ródos

SEPTEMBER 2011 – DECEMBER 2015

Topic of Thesis: "How USA and NATO are involved with the Mediterranean during the 21st century"

- Master of Arts in Translation, Hellenic American College, Athens

SEPTEMBER 2016 – JUNE 2019

Topic of Dissertation: "Nanomedicine: Drug delivery battles cancer"

Extended Education

- National Kapodestrian University, Athens

MAY 2021 – DECEMBER 2021

An extensive seminar on Project Management, providing not only the basic

knowledge about Project Management, Also, worked on Project Libre

- EL-Translations

JUNE 2022

A seminar specifically focused on Translation Project Management, the use of CAT Tools and guidance through the everyday of a Translation Project Manager.
