



Maria Vretta

Date of birth: 26/01/1981 | **Nationality:** Greek | (+30) 6944335430 |

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● WORK EXPERIENCE

30/09/2006 – CURRENT

LAWYER – VRETTA MARIA

- Legal consulting to clients in a variety of legal topics (labor law, information law, civil law, immigrant law, administrative law, welfare law.)
- Counsel on and implementing data privacy compliance against the relevant legislative frameworks, in particular EU General Data Protection Regulation (GDPR)
- Communication and negotiation with external parties (regulators, external counsel, public authority etc.), creating relations of trust
- Draft and solidify agreements, contracts and other legal documents
- Interpreting laws, rulings and regulations for individuals and businesses
- Representing clients in court and before government agencies
- Examine legal data to determine advisability of defending or prosecuting lawsuit
- Translating legal documents from Greek to English and English to Greek/ Official Translation certified by Greek Government Law

Address 26st Oktobriou 10, 54627, Thessaloniki, Greece

01/10/2022 – CURRENT – Thessaloniki, Greece

LAW LECTURER – PERROTIS COLLEGE

Lecturer in Bsc Digital Marketing

- Business Law
- Intellectual Property Law
- GDPR
- Commercial law
- Cyberlaw

01/04/2021 – 30/05/2022 – Brussels

TRANSLATORS, INTERPRETERS AND OTHER LINGUISTS – JONCKERS

- Post editing English to Greek
- Translation ENglish to Greek

01/06/2022 – 01/08/2022

TRANSLATORS, INTERPRETERS AND OTHER LINGUISTS – SYNERGIUM

- MTPE English To Greek
- Translation English to Greek

21/12/2005 – 15/09/2006 – Thessaloniki, Greece

TRAINEE LAWYER – TSAKTANIS LAW FIRM

- Met with clients and other legal professionals to discuss case details
- Processed all assigned cases according to company and client service level agreements

- Drafted various court documents, invoices and enclosures at attorneys' request
- Researched, drafted, edited and revised legal opinion publications
- Analyzed law sources, including statutes, recorded judicial decisions, legal articles, constitutions and legal codes
- Organised and maintained law libraries, documents and case files
- Composed and revised legal documents, including letters, depositions and court documents
- Organised and prioritize the case loads of 4 attorneys

Address Thessaloniki, Greece

11/08/2004 – 09/12/2005 – Thessaloniki, Greece

PROGRAMME MANAGER – CEDEFOP

- Handled all incoming and outgoing correspondence
- Organised files, developed spreadsheets, faxed reports and scanned documents
- Created weekly and monthly reports and presentations
- Properly directed agreements, contracts and invoices through the signature process
- Planned meetings and prepared conference rooms
- Planned travel arrangements for Study visits Programme participants

Address Thessaloniki, Greece

● **EDUCATION AND TRAINING**

31/10/2017 – 30/11/2018 – Themi, Greece

MSC IN BIOTECHNOLOGY AND LAW – International Hellenic University

- Provision of knowledge and skills based on the most modern and innovative developments in Biotechnology, directly linked to the field of Bioeconomy
- Understanding and implementation of the basic regulatory rules and laws governing the production and promotion of biotechnological products, as well as the provision of services directly related to biotechnological applications in the fields of Biomedicine, Genetics and Pharmacy
- Understanding and implementation of key regulatory rules and legislation related to biosafety issues for humans and the environment
- Provision of the basic technical and economic knowledge necessary to manage and promote biotechnological products and services

Address 14th km Thessaloniki, 570 01, Themi, Greece | **Website** www.ihu.gr |

Field of study Law , Management and administration , Bioethics, Biology , Environmental sciences |

Final grade Distiction |

Thesis The new EU General Data Protection Regulation (GDPR) in medical data and clinical research

10/09/2014 – 31/03/2016 – Thessaloniki, Greece

SEMINAR IN TRANSLATING LEGAL DOCUMENTS – Karfis Education

Legal Translation Studies from English to Greek and Greek to English

Address Thessaloniki, Greece

30/06/2005 – 30/09/2006 – Chios, Greece

MSC SHIPPING, TRANSPORT AND INTERNATIONAL TRADE – Aegean University

- International Law
- International Law of the Sea
- Enviromental Law
- Labor Law

- Company Law
- Strategic Management
- Business Administration

Address Chios, Greece

31/08/1999 – 29/06/2004 – Thessaloniki, Greece

BACHELOR IN LAW – Aristoteles University of Thessaloniki

Address Thessaloniki, Greece | **Level in EQF** EQF level 6

● **LANGUAGE SKILLS**

Mother tongue(s): **GREEK**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
SPANISH	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

My Digital Skills

Microsoft Office | Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Outlook

● **ORGANISATIONAL SKILLS**

Organisational skills

- Prioritising and planning the efficient use of resources
- Multi- tasking skills
- Ability to work under pressure
- Ability to manage time effectively, accuracy, speed and attention to detail
- Quick learning skills

● **COMMUNICATION AND INTERPERSONAL SKILLS**

Communication and interpersonal skills

- Good communication skills
- Ability to convey information to another effectively and efficiently.
- Good ability to adapt in multicultural environments gained through my work experience.
- Availability to national and international work trips
- Good interpersonal skills
- Strategic thinking

● **JOB-RELATED SKILLS**

Job-related skills

- Fast, dedicated and effective
- Very good knowledge of CCPA, EU GDPR
- Excellent knowledge of the English language
- CoE certified in Data Protection and Privacy Rights