

PERSONAL INFORMATION



Michaela Anastasopoulou

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Sex Female | Date of birth 14/12/1991 | Nationality Greek

WORK EXPERIENCE

06/05/2018–28/10/2018

Front office agent

Marbella Nido Suite Hotel and Villas - 5 Star Hotel, Corfu (Greece)

- The accommodation of guests.
- The performance of standard operating procedures.
- The communication with the booking, housekeeping and maintenance departments ensuring prompt responses to guests' needs.

06/07/2015–31/04/2018

Flight Attendant

Aegean Airlines, Athens (Greece)

The safety and the accommodation of passengers as well as the organization of aircraft.

09/2014–Present

Freelancer translator

19/05/2015–30/05/2015

Call agent

Call center for the promotion of products and services, Athens (Greece)

22/03/2013–07/07/2013

Employee

Tourist business, Corfu (Greece)

The service and information of the clients about the services of the business.

10/2012–06/2013

Translation and subtitling of series online

02/2011–05/2011

Waitress

Cafè, Corfu (Greece)

The service of clients and the preparation of snacks.

EDUCATION AND TRAINING

14/11/2017–20/02/2018

Internship

Kathimerini Newspaper, Athens (Greece)

- The translation and media interpretation of news articles.
- The collecting of data and news facts.
- The update of news articles regarding the current affairs.

19/09/2016–30/05/2017

Master of Arts in Conference Interpreting

Hellenic American College, Athens (Greece)

- 16/09/2009–30/06/2015 **Bachelor of translation and interpretation**
Department of Foreign Languages of Translation and Interpretation of Ionion University, Corfu (Greece)
- 17/10/2014–19/12/2014 **Subtitling seminar**
Hellenic American College, Αθήνα (Greece)
- 01/07/2014–30/08/2014 **Internship**
Translation agency "EL- Translations", Athens (Greece)
- 16/09/2012–25/01/2013 **Participation in program "Study Abroad Program"**
Dublin City University, Dublin, Ireland
- 06/2009 **Graduation**
4th General high school of Galatsi, Athens (Greece)

PERSONAL SKILLS

Mother tongue(s) Greek

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Proficiency					
German	C1	C1	C1	C1	C1
Mittelstufe					
Italian	B2	B2	B1	B1	B2
Celi 3					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills I am cooperative and reliable person with good communication skills.

Organisational / managerial skills I am capable of taking initiatives and accomplish the duties that have been assigned to me.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Proficient user	Basic user

Digital skills - Self-assessment grid

ECDL Core

Good command of computer and Internet
Good command of Microsoft Office 2013 (Word, PowerPoint, Excel, Access).
Knowledge and use of **CAT tools**: SDL Trados 2014, SDL Multiterm 2014, Wordfast 2.1.8 2008, T-

stream editor 4.2 2014, Xbench 3.0

Knowledge and use of Softwares: Abby Fine Reader 2013, the Subtitle Workshop 2.5.1.