



KONSTANTINA THEODORAKEA

ENGLISH/NORWEGIAN TO GREEK TRANSLATOR WITH LONG EXPERIENCE IN ACCOUNTING, LEADERSHIP AND FOOD INDUSTRY

Enthusiastic translator with variable experience as a secretary and self-taught accountant for 3 years, manager and leader in food service industry and owner of catering company.

Key successes

- Text writer and proofreader in Norwegian as a freelancer for two websites, special telephone numbers and traffic guard
- Audio recording in English for gambling games
- Norwegian to Greek interpreter in various government agencies in Norway
- Translator and reviewer of Ted talks and Translators Without Borders
- Self-taught accountant in a medium enterprise
- Owner of catering company with responsibility of management, food preparing and accounting

PERSONAL

- Name**
Konstantina Theodorakea
- Email**
k_theodorakea@outlook.com
- LinkedIn**
<https://www.linkedin.com/in/konstantinatheodorakea-a2630479/>

INTERESTS

- Learning new languages
- Reading literature books
- Outdoor activities like swimming and cycling
- Travelling
- Music

LANGUAGES

- Greek ★★★★★
- Norwegian ★★★★★
- English ★★★★★
- Spanish ★



WORK EXPERIENCE

- 2020 - 2023 **Secretary and Accountant**
Puss og Bygg AS, Norway
Responsible for contacting suppliers and customers, accounting, budgeting and internal control.
- 2021 - Present **Manager at bakery department**
NorgesGruppen ASA, Norway
Responsible for staffing and staff's training, planning and supervising all kind of tasks, prices and offers, products, providing good service.
- 2019 - 2020 **Owner of a catering company**
Ekte Gresk Mat, Norway
Running my own catering business. Responsible for everything related to registering, marketing, accounting, organizing, supplying and food preparation.
- 2016 - 2018 **Restaurant manager**
Paleet Restaurantdrift AS, Norway
Responsible for staffing, service and supplies.



EDUCATION AND QUALIFICATIONS

- 2023 - 2023 **Freelance translation course**
Translator Academy, Norway
- 2021 - 2022 **Office worker**
NKI nettstudier, Norway
- 2021 - 2021 **Career Guidance course**
Joblearn AS, Norway
- 2010 - 2016 **Bachelor of Political Science and Public Administration**
National and Kapodestrian University of Athens, Athens, Greece



SKILLS

Microsoft Office



Wordpress



Memsorce



Trados

