

# CURRICULUM VITAE

## PERSONAL DATA

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Nationality	Greek
Date of birth	December 30th, 1971

## WORKING EXPERIENCE

10/2004 to date

### ***Freelancer Translator***

*Projects undertaken include:*

- MKT & maintenance documentation for Chrysler, Toyota, Fiat, Bentley, Land Rover, Mazda, Suzuki; DAF, Volvo Trucks/Bus/Marine & Auto SW,
- IBM marketing texts & solution proposals,
- CA Suite docs & various projects on PC hardware,
- Maintenance manuals for mountain lifts, installation manuals for DC motors, hydrostatic pumps, specification documents re. the Thessaloniki Metro & the Athens Metro Extension proposals, Bosch equipment documentation, Husky moulding machines, Black & Decker line of products, and industrial production machinery manuals from various manufacturers,
- Documentation for medical devices (Abbott, Siemens and Philips),
- Cisco IP phones, Samsung & Xerox MFP machines manuals,
- Oracle Applications software localisation,
- Windows Vista / Seven - UI & Help, Navision Suite, Office System,
- Adobe Suite,
- Route 66 navigation system,
- Google translations.

08/1998 up to 10/2004

### **ORCO S.A.** *Software translation and localization services*

6, Vass. Sofias Ave. 10674 Athens - Tel. 210-7236001-2

Position

Project manager (03/2001 up to 10/2004)

- Communication with clients, commitment on and planning of projects.
- Planning, administration and execution of the full workflow: scheduling, monitoring of execution, co-ordination of teams consisting of internal and external translators, proof-reading, quality assurance for the deliverables, as well as preparing and delivering of localized products.
- Participated for 13 months in the project group for the localization of IBM's iSeries (A/S 400), as well as for 5 weeks in the testing phase of the product, at client's premises in the U.S.A.
- Participated in the company's Executive Board processes regarding the planning of corporate steps during the past three years.

Position

Translator (08/1998 up to 03/2001)

- Translation, from English into Greek, of technical manuals, car owner's manuals, truck/bus service and maintenance software, as well as manuals of other subjects.
- Software localization and adaptation for financial applications, ERP solution products and mobile phones.
- Translation proof-reading and testing of deliverables.
- Translation of web pages and web sites content.

<b>EDUCATION &amp; TRAINING</b>  2005 1998 1988	Cisco Certified Network Associate seminar, Hellenic American Union (hau.gr) Bachelor's Degree in Economics, School Of Economics University Of Athens Cambridge Proficiency in English
<b>LANGUAGES</b>	English, excellent French, basic level Greek, mother tongue
<b>PERSONAL SKILLS AND COMPETENCES</b>	<ul style="list-style-type: none"> <li>• Project management &amp; administration, human and financial resources' management capabilities acquired during academic activities, such as university dissertations (pre-degree), and via active involvement in projects carried out by the 'Association Internationale des Etudiants en Sciences Commerciales et Economiques' (www.aiesec.gr).</li> <li>• Excellent communication skills, inventiveness and implementation of initiatives towards solving various situations, dynamic presence in all matters.</li> <li>• Fluent use of Trados and IBM TM, as well as other specialized translation tools from Microsoft and other parties.</li> </ul>
<b>TECHNICAL SKILLS AND COMPETENCES</b>	<ul style="list-style-type: none"> <li>• Ability of understanding and effectively solving the vast majority of problems arising in computer systems software/hardware, in power user level.</li> <li>• Broad knowledge about hardware (PC and networking devices) and software configuration (Windows platforms).</li> </ul>
<b>ORGANIZATIONAL SKILLS AND COMPETENCES</b>	<ul style="list-style-type: none"> <li>• During academic years, as a vice-president and later president of the local committee of AIESEC University of Athens, experience in managing all annual activities (planning, budgeting and sponsoring activities), as well as the students that voluntarily participated in the implementation of the above.</li> <li>• During military service, delegation and co-ordination of the platoon tasks, referring to technical &amp; engineering work performed at Evros prefecture (February 1997 up to March 1998).</li> </ul>
<b>SOCIAL SKILLS AND COMPETENCES</b>	<ul style="list-style-type: none"> <li>• Ability to effectively collaborate with people of diverse national/cultural background, acquired through interacting with clients abroad for three years (ORCO), as well as participating to the organization of international congresses (Croatia and Poland) and co-ordinating multinational groups of university students, with AIESEC.</li> <li>• Ability of settling issues arising during every-day activities with co-workers, as well as foreseeing them.</li> </ul>
<b>TECHNICAL RESOURCES</b>	Small Office network with 3 machines (2 PCs, 1 laptop), ADSL primary connection (redundant: ISDN 128k), HW firewall, UPS, AVR and backup electricity generator.
<b>REFERENCES</b>	<p><a href="#">Ms. Eleni Theodoratou</a>, Production Manager, ORCO S.A.  ++30 210 72 36 001</p> <p><a href="#">Ms. Angeliki Lyviaki</a>, Communication &amp; Project Coordinator, Beyond Words, Translation &amp; Interpreting  ++30 210 32 29 202</p> <p><a href="#">Ms. Annita Kontoyianni</a>, Project Manager, Commit  ++30 210 80 56 930</p>