



# Elena Vassiliadou

Legal Advisor - Translator &  
Construction Project Manager

Kozani, GR 50100 • 0030 6974334550  
[elenavassiliadou@hotmail.com](mailto:elenavassiliadou@hotmail.com) • [LinkedIn](#)

Personal Details:  
Date of birth: 13/07/1974 • Place of birth: Kozani, GR  
Nationality: Greek • Civil status: Married  
Driving license: B, BE

Proactive and detail-oriented professional with a proven track record of enhancing administrative efficiency. Adept at overseeing day-to-day clerical operations, implementing streamlined processes, and ensuring well-organised office environment. Possesses strong communication and interpersonal skills, facilitating effective collaboration with staff and clients. Proficient at utilising Microsoft Office™ tools, SDL TRADOS STUDIO 2021, SDLX, MemoQ, Memsource, and Lingotek. Instrumental in maintaining confidentiality and professional standards. Committed to supporting smooth functioning of workplace and contributing to overall success of corporate.

## Areas of Expertise

- ♦ Administrative Management
- ♦ Customer Service & Support
- ♦ Project Co-ordination
- ♦ Communication & Negotiation
- ♦ Technology Proficiency
- ♦ Time Management
- ♦ Cross-functional Collaboration
- ♦ Data Entry & Analysis
- ♦ Strategic Planning

## Professional Experience

### Freelance Translator

1999 – Present

Experienced Freelance Translator, demonstrating history of success in translation and localisation industry. Highly skilled in Language Development, Translation, Transcription, and utilisation of CAT tools. Possessing strong legal and construction knowledge, holding Bachelor Degree in Law from Aristotle University of Thessaloniki, MSc in International Construction Project Management from UMIST, UK, and Certification in Financial Administration - Applied Information Technology from National Kapodistrian University of Athens.

### e-EFKA (Social Insurance Institute), Kozani, Greece Administrative Clerk (Administrative & Financial Education Level) Social Insurance Debt Collection Centre of e-EFKA (KEAO)

2019 – Present

Implement consistent standards and streamline mechanisms for prompt Debt Collection and Enforcement Measures, as well as overseeing administration of extrajudicial cases. Advocate on behalf of KEAO during Court Hearings.

#### Key Accomplishments

- Managed finances and payments as clerk in financial and payments department.
- Spearheaded collection of insurance contributions in department for insurance contributions collection.

Oversee administrative tasks in administration department. Implement and maintain organised record-keeping systems for ensuring easy retrieval and confidentiality of critical documents. Orchestrate various administrative functions, including data entry, scheduling, and correspondence to streamline office operations.

### Private Law Office, Kozani, Greece Lawyer

2001 – 2008

Prepared legal documents, including contracts, agreements, briefs, and pleadings with precision. Reviewed legal documents for identifying potential risks and opportunities. Worked with legal teams, paralegals, and support staff for achieving successful case outcomes.

#### Key Accomplishments

- Provided expert legal guidance pertaining to diverse legal issues and litigation cases.

- Offered comprehensive legal counsel on a wide range of legal matters and court proceedings.
- Partnered with multiple construction, law, and engineering companies to facilitate translation process.
- Collaborated with numerous construction, legal, and engineering firms to facilitate translation preparation.

## Additional Experience

**Translator, Freelance Greek, English, German, Spanish & French linguist**, Kozani, GR

**In House Lawyer/In House Lawyer – Project Manager**, Region of Western Macedonia, Kozani, Greece

**In House Lawyer**, Prefecture of Kozani, Greece

**Legal Advisor**, Shadboltlaw & Associates, Athens, Greece

**In House Company Lawyer**, Elliniki Technodomiki S.A., Athens, Greece

**Legal Advisor**, Verveniotis & Partners, Athens, Greece

**Trainee Lawyer**, Zenon Papadopoulos Law firm, Kozani, Greece

## Education & Certifications

**Certification in Financial Administration - Applied Information Technology**

National Kapodistrian University of Athens, Athens, Greece

**Master of Science (MSc) in International Construction Project Management**

UMIST, Manchester, UK

**Bachelor Degree in Law**

Aristotle University of Thessaloniki, Greece

## Languages

Greek (Native) | English (Fluent) | French & Spanish (Professional) | German (Basic)

## Publications

Dissertation: "The application of BOT type contracts in Greece as member of the European Union", University of Manchester - UMIST 2000

## Conferences/Seminars

Construction Law Workshop, Hotel Grande Bretagne, Athens

"5th International Conference on Major Engineering Projects", Divani Caravel Hotel, Athens

SDL Trados Training (SDL Trados Studio, Getting Started, ORCO S.A.)

EKDAA Seminars (National Center for Public Administration & Local Government)

24/11/2011 - 25/11/2011

APPLICATION OF DISCIPLINARY PROCEDURE IN PUBLIC SECTOR

20/02/2012 - 24/02/2012

PUBLIC ACCOUNTING-PROCEDURES & AUDIT

10/07/2014 - 11/07/2014

PUBLICATION OF AN ELECTRONIC DOCUMENT USING DIGITAL SIGNATURES

02/03/2015 - 06/03/2015

LEGITIMACY AND TRANSPARENCY IN PUBLIC ADMINISTRATION AND LOCAL GOVERNMENT

05/02/2018 - 09/02/2018

THE FRAMEWORK FOR THE DEVELOPMENT OF SOCIAL SECURITY POLICIES IN THE GREEK SOCIAL PROTECTION SYSTEM

14/10/2019 - 18/10/2019

FINANCIAL ORGANISATION AND MANAGEMENT OF SOCIAL SECURITY ORGANIZATIONS

25/02/2020 - 28/02/2020

ELECTRONIC PUBLIC PROCUREMENT AND SERVICES CONTRACTS THROUGH NATIONAL SYSTEM OF ELECTRONIC PUBLIC CONTRACT

06/03/2023 - 17/03/2023

IMPROVING SOCIAL CAPABILITIES, COACHING AND MENTORING IN PUBLIC ADMINISTRATION

## Affiliations

Proz Member (Certified Pro Network), Greek Society for Construction Law, Associate of the Institute of Translation & Interpreting (AITI), Blend Company Certified Translator