

# Heleni María Panakaki

Professional translator es, en, fr > el

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## Language Combinations

- Spanish > Greek
- Greek > Spanish (as a team, please inquire first)
- English > Greek
- French > Greek

## Specialization Areas

- Technical documents: technical sheets, technical and user manuals in the fields of industrial engineering, chemical industries, workplace hazards, software and hardware, sales software, application menus
- Tourism: web application for professionals of traveling sector, web pages for hotels and apartment rentals
- Marketing, sales: business presentations, ads, publicity banners, online sales web pages, company presentations
- Nursery and children's fashion: clothing and accessories, user's manuals
- Gastronomy: gourmet products, wine tasting
- Legal and financial documents: statutes, business contracts, legal documents

## Education

- Masters in Translation, German to Spanish, *Universidad Complutense de Madrid* (1999 - 2001)
- Bachelors in German Philology, *University of Athens* (1991 - 1997)
- Certificate of Proficiency in English, Level C2, *Cambridge University* (1993)
- French Language Skills Certificate Level C1, *Escuela Oficial de Idiomas* (2008)
- Bachelors in Spanish, *Universidad Internacional Menéndez Pelayo* (1998)
- Taxes for Translators Course, *AulaSic* (2011)
- Trados 2007 Course, *Cálamo y Cran* (2010)
- Legal translation course and Economic and Financial Translation course, *Cálamo y Cran* (2007)
- Web Page creation course, *Universidad Camilo José Cela* (2007)
- Workplace Risk Prevention Course, *Universidad Pontificia Comillas* (2009)
- Course in Teaching Skills, Specializing in English, *Universidad Complutense de Madrid* (2006 - 2007)
- Formatting with Adobe InDesign Course, *Cálamo y Cran* (2011)

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## Professional Experience

- Freelance Translator, 2003 to present. Exclusively dedicated to translation, 2007 to present.
- Trilingual Administration for European Markets. *Chep España S.A.*, Madrid, Spain (2006 - 2007)
- Translator and Assistant in the Exporting Department. *Micrelec Electronics S.A.* Manufacturing and exporting electronic systems. Athens, Greece (2004 - 2005)
- Liaison Interpreter (ES, EN, DE>EL, ES). *CeBIT* Technical Fair, 2004, Hannover, Germany (March, 2004).
- Spanish teacher for foreigners, *Axon*, Language Academy and Foreign Relations Department, Athens, Greece (2001 - 2004)
- Responsible for Customer Support (United Kingdom), Exporting Department, *Vinoselección S.A.* Wine and gastronomic products club. Madrid, Spain (2000 - 2001)

## Working Tools

- iMac 3.2 GHz, 8Gb RAM, hard disc 1 TB
- Toshiba Satellite laptop, 2.53GHz, 4.096Mb RAM CD/DVD-RW, 640 Gb Hard Drive
- Epson Stylus SX235W WiFi Printer, Scanner, Copier
- Software: OS X 10.9.4, Parallels Desktop 8, Windows 7, Adobe InDesign CS5
- Internet connection: 100 Mb Optical Fiber line
- CAT Tools: Trados 2007, Trados Studio 2011, Wordfast 3 Professional (for OS X)

## Memberships

Professional Member # 1327, [Asetrad](#): Spanish Association of Translators, Editors and Interpreters.