

Heleni Maria Panakaki

Translator

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Introduction

I am Heleni, freelance translator since 2009. Languages specialist with Greek as mother tongue, native level in Spanish and thorough knowledge of English, French and German. Beginner level in Japanese. I have also experience as personal assistant for marketing department, event organizer and export coordinator in multicultural environments. Keen eye for detail. Excellent cross-cultural, interpersonal & communication skills for interaction with diverse nationalities and cultures.

Experience

Freelance Translator since 2003. Exclusively dedicated to translation, 2009 to present
Specialization areas: technical documents, workplace hazards, tourism, marketing, gastronomy, business contracts.

Trilingual Administration for European Markets
| **Chep España S.A.** | **Madrid, Spain**
2006-2007

Administrative coordination with European countries.

Translator and Assistant in the Exporting Department | **Micrelec Electronics S.A.** | **Athens, Greece**

2004-2005

Coordination of exports department, translation of company documents.

Spanish teacher for foreigners | **Axon Language Academy** | **Athens, Greece**

2001-2004

Teacher of adults in private academy and Foreign Relations Department of Greece.

Responsible for International Customer Support | **Vinoselección S.A.** | **Madrid, Spain**

2000-2001

Customer support for EU based members of wine and gastronomic products club.

Assistant to the Marketing Director | **Schering Plough S.A.** | **Athens, Greece**

1998-1999

Event organization, marketing presentations, support to the Marketing Director.

Languages


Greek 

Spanish 

English 

French 

German 

Japanese 

Education

Masters in Translation, German to Spanish
Universidad Complutense de Madrid | 1999-2001

Bachelors in German Philology
University of Athens | 1991-1997

Translation Project Management Course
Cálamo y Cran | 2015

Certificate of Proficiency in English, Level C2
Cambridge University | 1993

French Language Skills Certificate Level C1
Escuela Oficial de Idiomas | 2008

Web Page creation Course
Universidad Camilo José Cela | 2007

Workplace Risk Prevention Course
Universidad Pontificia Comillas | 2009

Formatting with Adobe InDesign Course
Cálamo y Cran | 2011

Memberships

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

Skills

Adaptability

Communication

Collaboration

Self-management

Willingness to learn

Problem solving