

Curriculum Vitae

First Name: KIKI (short for Kyriaki)
Last Name: ILIOPOULOU
Gender: Female
Language
Combination: English > Greek
Nationality: Greek
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EDUCATION

2017 - 2018: “Μεταφραση” School of Translation Studies - Athens, Greece

Certificate: “Translator Training Course by distance learning” (Grade: A⁻)

2002 - 2004: University of Aegean - Chios, Greece / Department of Business Administration

Post-graduate: “MBA in Operational Management”

1996 - 2000: University of Aberdeen - Scotland, UK / Department of Economics

Undergraduate: “MA in Political Economy”

PROFESSIONAL EXPERIENCE

Mar.19 - Today **Freelance Translator** for *RWS Moravia*: Translation of Officecom & OfficeTechcon products

Jun.18 - Today **Freelance Translator/Reviser** for *Translatic*: Field of EU matters (summaries & glossaries, brochures, info sheets, materials of social media campaigns etc)

Aug.17 – Ap.20 **Freelance Translator/ Editor** for *WordReference.com LLC*

Oct.17 - Mar.18 **Freelance Subtitler** for *SDI Media A/S*: Food Network (cooking TV series)

Mar.16 - Today

Freelance Translator/Reviser/Proofreader

Services: Translation, Reviewing, Proofreading

Specialty Fields: EU-related matters, Economics, Finance, Business/Commerce (SCM & Operational Management), Business general, Management, Marketing, Cinema-TV-Film & Drama

Fields of Interest: Esoteric Studies, Education/Pedagogy, Tourism & Travel

2007 – 2015: *ELGEKA SA* - FMCG Company, Demand/Inventory Planner

Translation related Duties:

Translated more than 50.000 words of a variety of commercial & business documents such as:

1. sales & demand forecasts and procedures (sometimes, EL>EN upon supplier's request),
2. supply chain policies & procedures (contractual commitments, logistics management, guidelines for product packaging and delivery, disposal management guidelines etc)
3. e-mail correspondence
4. ingredients lists & labeling
5. imports' clearance documents

Position's Main Duties:

- Handling over 15 national & international trade accounts (incl. Heinz, Pringles-Kellogg, Sunsweet Growers, United Biscuits, John West)
- Placing orders based on monthly sales forecast > Liaise with suppliers (national & overseas) to ensure timely delivery and resolve any disparities in ordering process.
- Inventory planning > maintaining efficient stock circulation along the supply chain.
- Applying requested KPIs

2005 – 2007: *CINEGRAM SA*/ Film Production Industry - Assistant of Production Manager/Exec. Producer

Translation related Duties:

Translated more than 70.000 words of scripts and scenarios of Cinema & TV Films, incl. **e-mail correspondence** with foreign co-producers, directors and cinematographers for the production and post production of TV spots.

Position's Main Duties:

- Production Managers' 1st Assistant: production coordination for the Documentary "A Poets Estate" in Greece, Cyprus, Switzerland & Italy
- Production Managers' 1st Assistant: production coordination of a German TV movie, "Der geheimnisvolle Schatz von Troja" in Rhodes island. Production Co. "Teamworx".
- Producers' 1st Assistant: preparation of the annual Greek music festival in Thessaloniki, 2006.
- Executive Producers' Assistant: production and post-production of 30 TV spots.

QUALIFICATIONS & STRENGTHS

- Native Greek speaker with near-native command of English, due to extensive time spent in the UK during a four-year “MA undergraduate program in Political Economy”, plus further usage of the language (oral & written) throughout my professional career.
- Quickly adapting on new technologies & software.
- I have the ability to extract key points from any material to create reports and summaries.
- Excellent time-management, with the ability to prioritize tasks according to needs.
- Ability to work independently and as part of a team (either leading, or as a member).
- Keyword research expertise.

PRO-BONO WORK

2017 ... Today: Translators without Borders – EN>EL

HARDWARE /SOFTWARE SUMMARY

1 PC Intel ® Core ™ i7-7500U, CPU @ 2.70GHz 2.90GHz, RAM 8GB

Windows 10 Home, Microsoft Office 2007, Adobe Acrobat, Microsoft Excel, Microsoft Word, Powerpoint

SDL Trados Studio 2019, MemSource Web Editor, XTM

Internet: Fast Broadband, WiFi

Protected by: Bitdefender Antivirus Plus