



Europass Curriculum Vitae

Personal information

Surname(s) / First name(s) **Christodoulou Anastasia**
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E-mail achris@certh.gr
Nationality Greek
Date of birth 19 September 1975
Gender Female

Work experience

Dates 03/2005 – today
Occupation or position held Administrative Secretary
Main activities and responsibilities As a secretary, she supports the Management of the Hellenic Institute of Transport (HIT) as well as project managers of the projects undertaken by HIT. Some of her responsibilities are:

- The organization and coordination of the pre-conference communication for scientific conferences held by HIT.
- The participation in the formatting, thoroughness, partial translation and completion of technical dossiers: training handbooks, project deliverables, proposals and other various dossiers.

Her secretarial support, decrees her as a one-stop shop for the requirements of HIT's staff, allowing her "customers" in HIT to work unhindered on their own tasks.
Name and address of employer CERTH / HIT (6th km Charilaou-Thermi Rd., 57001 Thermi)
Type of business or sector Research Institute
Dates 01/98-02/2005
Occupation or position held Administrative Secretary
Main activities and responsibilities Being the only secretary, her main duties included:

- Maintaining the personnel leaves.
- In charge of and perfection of the techno-economic dossier for proposals' submission.
- Booking accommodation for company staff and collaborators.
- And the collection, attention, dispatch, receipt and filing of technical and other texts.

Name and address of employer TRANSEUROPEAN CONSULTING UNIT OF THESSALONIKI S.A. (TRUTH S.A.) (78C Vrioulon & 40 K. Karamanli Str., 55132 Kalamaria)
Type of business or sector Transport consultants
Dates 26/05/97-31/08/97
Occupation or position held Personal assistant to the General Manager
Main activities and responsibilities

- General Correspondence.
- Office procedures.
- Filing and protocol.

Name and address of employer HELLENIC STEEL Co – Ionia, Thessaloniki

Type of business or sector | Industry – Primary metal products

Dates | 10/96-04/97

Occupation or position held | Personal assistant to the Production Manager

Main activities and responsibilities |

- Every task in compliance with the ISO 9001 standard.
- Entry of raw material orders in the company's storage system.
- Collection of statistical data on problems met in the production line.
- Correspondence and organization of the Production Department.
- Print-out of reports by order of the Production Manager.

Name and address of employer | NESTLE HELLAS

Type of business or sector | Dairy factory

Dates | 07/95-10/96

Occupation or position held | Secretary

Main activities and responsibilities | In charge of translation and setting up magazines in collaboration with the Graphic Artists Dept..

Name and address of employer | EXODOS PUBLICITAS (5 Vironos Str., 54622 Thessaloniki)

Type of business or sector | Magazine

Dates | 1995-today

Occupation or position held | Translator (freelancer)

Main activities and responsibilities | She has undertaken a number of translations from English to Greek and vice versa, mainly in the field of transport. She has worked for Professors of the Aristotle University of Thessaloniki (Laboratory of Transport Engineering), doctorate or post-doctorate researchers.

Education and training

Dates | 1994-1995

Title of qualification awarded |

Principal subjects/occupational skills covered |

- Accounting (Introductory Course)
- English Typing
- Greek Typing
- Greek Business Correspondence
- Business Communication
- Office Procedures
- Filing
- Computers (Windows [Word, Excel], Dbase III Plus, Kefalaio 3)

Name and type of organization providing education and training | Secretarial School of Anatolia College

Dates | 1993

Title of qualification awarded | Lyceum diploma

Name and type of organization providing education and training | 5th Lyceum of Thessaloniki

Personal skills and competences

Mother tongue(s) | Greek

Other language(s) |

Self-assessment

European level ()*

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user

German	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user
Italian	B2	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user
French	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user

(*) *Common European Framework of Reference for Languages*

Social skills and competences	Prefers to socialize through gyms, martial arts but also dance clubs (Latin, Greek, European).
Organizational skills and competences	Her organizational skills are established through her experience over the years in practically carrying out any task for her employers, very often under a very tight schedule and deadlines, emphasizing on the wholeness of the outcome (i.e. technical proposals for attracting new projects). Her successful course and references demonstrate that when a task is assigned to her, the employer can have a peace of mind on his task being accomplished.
Technical skills and competences	Translation from/to English: Even not a graduate of a school, she has carried out a great number of translations of thesis, articles and chapters in books, especially in the field of transport. (In case her application is found interesting enough to be followed by an interview, she will provide samples of her work.)
Computer skills and competences	IT Skills Proficiency: word processing, excel, internet (Jun.-Jul. 2007) PITMAN - W. P. (FIRST CLASS) (April 1995) Self preparation for ECDL Core.
Driving license	Category B