



Angeliki Eirini Charou

Nationality: Greek **Date of birth:** 30/05/1988 **Gender:** Female

Phone: (+30) 6985709916 **Home Phone:** (+30) 2102927420

Email: angeliki.charou@gmail.com

LinkedIn: [linkedin.com/in/angeliki-eirini-charou-99430b253/](https://www.linkedin.com/in/angeliki-eirini-charou-99430b253/)

Home: 28 Irodotou Str., 11147 Galatsi, Athens (Greece)

WORK EXPERIENCE

Institute of Child Health (ICH), Department of Hellenic Neonatal Screening Programme – Athens, Greece

City: Athens | Country: Greece

Administrative assistant

[06/2021 – Current]

06/2021 - 12/2023: Part-time administrative assistant

01/2024 - today: Full-time administrative assistant

Performing all administrative tasks related to newborn screening processes. Indicatively:

- Transcribing handwritten data from Guthrie cards and accurately recording all information on the IT system
- Maintaining the filing system
- Handling correspondence
- Answering parents' inquiries, often utilising knowledge of Modern Standard Arabic to facilitate communication with Arab parents
- Communicating with Heads of Obstetric and Neonatal Clinics to optimise the implementation of the programme procedures
- Assisting in the maintenance of a clinical data online platform
- Assisting in the maintenance and upgrade of a clinical laboratory information system

medicaltranslations.gr – Pallini (Remote), Greece

City: Pallini (Remote) | Country: Greece

In-house translator

[04/2021 – Current]

Translating, transcribing and proofreading patient-facing material for industry-leading pharmaceutical companies

Self-employed – Athens, Greece

City: Athens | Country: Greece

Freelance linguist, translator and proofreader

[11/2020 – Current]

Indicatively:

02/2023 - today: Freelance Ads quality rater for Greek and English at Welocalize, Inc., language services provider, New York, USA (remote position)

- Reviewing and grading internet advertisements to help shape how ads are delivered to the end users

12/2020 - today: Freelance Greek translator at Quill Content (now Jellyfish), advertising services company, London, UK (remote position)

Working for Google LLC and Nike, Inc. across a broad range of products (English > Greek)

- Optimising short-form SEO content (keyword research, generation and validation; optimisation of page titles and meta descriptions using a transcreation approach)
- Localising website content, staying true to the brand voice and identity while adhering to specific style guides

Notary Office of Eleni Lagiandreou – Athens, Greece

City: Athens | Country: Greece

Notarial assistant

[01/2019 – 02/2020]

- Drafting purchase contracts, precontracts, donations and other types of notarial deeds (auction-related deeds, inheritance acceptance deeds, mortgage registration/release deeds, affidavits, powers of attorney, establishment/merger/conversion of companies, amendment/codification of articles of association, etc.)
- Preparing and meticulously reviewing all official documents required for signing the contracts
- Handling correspondence and keeping cases organised by establishing and updating files

RISE Research & Innovation Strategy Experts, Seven Sigma P.C. (affiliated consulting firms) – Athens, Greece

City: Athens | Country: Greece

Executive assistant

[11/2015 – 09/2018]

- Coordinating office procedures, welcoming visitors, answering and directing phone calls, maintaining electronic and hard copy filing system
- Preparing invoices, monitoring and recording expenditures, updating files with financial and other confidential information
- Assisting in the implementation of ISO 9001 Quality Management System
- Editing, proofreading and formatting texts, ensuring that final work product is error-free, consistent, accurate and of high quality
- Translating documents from English to Greek and vice versa
- Writing emails on behalf of the Director, drafting meeting minutes, templates, briefing notes, cover letters, financial offers, private contracts and non-disclosure agreements
- Preparing and submitting application files in response to national and European calls for proposals
- Writing content (news, case studies, information brochures) in Greek and English for corporate websites (www.sevensigma.gr/Case_Studies_new.html)
- Assisting colleagues in the preparation of project deliverables, reports, presentations, proposals etc. within the framework of various projects and programmes (Erasmus+, Research-Create-Innovate, Horizon 2020, etc.) and contributing to team effort by accomplishing related results as needed

National Primary Healthcare Network, Local Health Unit of Attiki Square – Athens, Greece

City: Athens | Country: Greece

Administrative assistant (within the framework of an internship programme)

[03/2015 – 10/2015]

- Responding to patient queries, explaining procedures by using administrative knowledge
- Rescheduling patient appointments and making follow-up calls
- Performing general office duties (document preparation, scanning, mailing and filing)

Self-employed – Athens, Greece

City: Athens | Country: Greece

Private tutor

[2013 – 2016]

Working one-to-one with high school students, teaching Latin and Ancient Greek

 **EDRA Social Cooperative Activities for Vulnerable Groups (non-profit organisation)** – Athens, Greece

City: Athens | Country: Greece

Administrative assistant (within the framework of a state-funded programme)

[02/2013 – 07/2013]

 **Hellenic Telecommunications Organisation S.A., Directory Assistance Department (11888)** – Athens, Greece

City: Athens | Country: Greece

Call center representative

[06/2010 – 05/2011]

EDUCATION AND TRAINING

4-year BA in Classical and Modern Greek Philology , Specialisation in Classical Philology
National and Kapodistrian University of Athens, Faculty of Philology [09/2006 – 07/2012]

City: Athens | Country: Greece | Final grade: 9.38/10

Participation in the Erasmus student exchange programme for one semester

Paris-Sorbonne University (Paris IV) [09/2009 – 02/2010]

Lyceum Graduation Certificate

1st Unified Lyceum of Galatsi, Athens, Greece [2003 – 2006]

City: Galatsi | Country: Greece | Final grade: 19.8/20

LANGUAGE SKILLS

Mother tongue(s): Greek

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Arabic

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

French

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Persian

LISTENING A2 READING A2 WRITING A2

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

FOREIGN LANGUAGES CERTIFICATES

[2020]

Arabic Language Certificate, Experienced level B2, An-Najah National University

(Grade: A+)

[2009]

Certificat Pratique de Langue Française, Sorbonne C1, University of Paris - Sorbonne

(Grade: Excellent)

[2004]

Certificate of Proficiency in English, University of Cambridge

(Grade: A)

[2004]

Certificate of Proficiency in English, University of Michigan

HONOURS AND AWARDS

[2008] Greek State Scholarships Foundation (IKY)

Excellence scholarship

Excellence scholarship for having achieved the highest grade in the exams conducted during the academic year 2006-2007 at the Faculty of Philology of the National and Kapodistrian University of Athens

[2007] Greek State Scholarships Foundation (IKY)

Entrance scholarship

Entrance scholarship for being the highest-ranking student to gain admission to the Faculty of Philology of the National and Kapodistrian University of Athens, having excelled in the nationwide entrance exams to the Greek Higher Education Institutions

SKILLS

Microsoft Office: Word, Excel, Access, Power Point, Outlook. / Experienced in Touch Typing / File sharing softwares: Google Drive, Dropbox, etc. / online ads campaign techniques / CAT Tools (including SDL Trados Studio)

ORGANISATIONAL AND COMMUNICATION SKILLS

Methodical, detail-oriented and fully committed to providing the highest possible standards

Able to grasp new concepts and apply new methods

Adaptable to differing cultural and business environments

Dedicated to continuous self-development and enhancement of skills

Dedicated team-member

TRAINING SEMINARS AND WORKSHOPS

[2020 – 2021]

"Greek Paleography"

Participation in a 50-hour educational programme, organised by the Institute of Historical Research of the National Hellenic Research Foundation

[2019 – 2019]

"Introduction to Arabic Calligraphy"

Participation in a 30-hour training workshop on Arabic calligraphy, organised by the Egyptian Cultural Center of Athens.

[2017 – 2017]

"From the atom to human: Tracing the Roots of Scientific Words"

Attendance of an online course delivered by the University of Lorraine (Department of Biochemistry) and Paris-Sorbonne University (Department of Linguistics) through the fun-mooc.fr platform

[2015 – 2016]

"Editing and proofreading texts in digital and paginated format"

Participation in an 84-hour training seminar entitled "Editing and proofreading texts in digital and paginated format", held by "meta | frasi" School of Translator Training.

DRIVING LICENCE

Driving Licence: B