**PARASKEVAS D. STAVRAKOS**

|  |  |
| --- | --- |
| Date of birth : | September 1st 1976 |
| Family status : | Married |
| Nationality : | Greek |
|  |  |

EDUCATION

|  |  |
| --- | --- |
| **2008** | **Diploma in translation of German language**  Goethe Institute of Athens   * Translation course of 2 years duration in the language combinations German-Greek and Greek-German * Terminology in the fields technology, finance, law * Handling with texts in many fields ( Medicine, European Union, Politics, Insurance, Technology, Automotive, Electronics, Finance, Law etc.) |
| **2003** | **Msc in Automation systems**  National Technical University of Athens   * Master course including the following subjects: Automatic control, CAD, Robotics, Mechatronics, etc. * Frequent participation in team projects and in presentations in front of audience |
| **2001**  **1994**  **1988** | Diploma in Mechanical Engineering National Technical University of Athens   * Specialization: Constructing Mechanical Engineer * Frequent projects in groups, conducting of diploma essay of one semester duration   **Graduation from 36 th “General Lyceum” in Athens, Greece (Secondary Education)**  **Graduation from 147th Primary School in Athens, Greece** |

**WORK EXPERIENCE**

|  |  |
| --- | --- |
| 01/01/08-01/01/2012 | -Transcription, translation and subtitling of promotional videos for buses of renounced automobile brand on behalf of greek translation agency (German-Greek)-Translation of a business annual financial statements on behalf of greek translation agency (German-Greek)-Translation of product catalogues for an automobile brand (50.000 source words) on behalf of greek translation agency (English-Greek)-Translation of Owner’s manual for an automobile brand on behalf of greek translation agency (German-Greek)-Translation of manuals of wire scaling machines (60.000 source words) on behalf of greek translation agency (German-Greek)-Translation of lubricants catalogue (15.000 source words) on behalf of greek translation agency (German-Greek)-Translation of large volume texts in the fields business management, mechanical engineering, education (more than 1.000.000 source words) on behalf of greek translation agency (2005-2010) (English-Greek) -**Translation of product catalogue (100 pages) of electrical equipment (contactors, soft starters for electrical motors, direct starters for electrical motors, overload relays, power switches, etc.) on behalf of international translation agency (German-Greek)**  **-Translation of guidelines for teachers of Chinese language and translation of small chinese dictionary on behalf of Comfucius Institute of Beijing (English-Greek)**  **-Translation of large volume texts of renounced automobile brand on behalf of greek translation office (German-Greek)** -Translation of photovoltaic systems catalogue (120 pages) on behalf of translation agency (German-Greek)-Translation of manual of test bench for auxiliary power units on behalf of international translation agency (German-Greek)-Translation of user’s instructions of a homeopathic medicine (German-Greek) on behalf of greek translation agency-Translation of an international arrest warrant (German-Greek) on behalf of a greek translation agency-Translation of a large number of sample texts for offer preparation to clients on behalf of a greek translation agency (German-Greek and English-Greek)-Translation of websites on behalf of an American Translation Agency (English-Greek)-Translation of user’s instructions for a surgical suture (English-Greek) on behalf of a greek translation agency-Translation of a vibration screen user’s manual (German-Greek) on behalf of a greek translation agency-Translation of a welder’s certificate (German-Greek) on behalf of a greek translation agency **-Translation of a notification for the allocation of tax ID (German-Greek) on behalf of** **a greek** **translation agency** -Translation of an article of a German technical journal concerning the manufacturing of photovoltaic modules (German-Greek) on behalf of a Greek translation agency-Translation of brochures for domestic pet food on behalf of a greek translation agency (German-Greek)-Translation of brochures for flat screen TVs (German-Greek) on behalf of a greek translation agency-Translation of a studies certificate on behalf of a greek translation agency (Greek-German)-Translation of the decision of the board of directors of a german company for the purchase of shares (German-Greek) on behalf of a Greek translation agency-Translation of a use rights transfer contract for software products on behalf of a greek translation agency (German-Greek)-Translation of a product catalogue for pipe fittings of 50 pages size on behalf of a greek translation agency (German-Greek)-Translation of a product catalogue for connectors for wooden structures of 100 pages size on behalf of a greek translation agency (German-Greek)-Translation of instructions for the use of acetylene on behalf of a greek translation agency (German-Greek)-Translation of SAP software documents of extended volume (400.000 words) on behalf of a greek translation agency (English-Greek)- Translation of a manual about the manufacturing of porcelain objects on behalf of a greek translationagency (German-Greek)-Translation of SAP software documents of extended volume on behalf of a greek translation agency(English-Greek)-Review of operation manual of automatic weighing systems (German-Greek) on behalf of a greek translation agency-Translation of operation manual of a grinding machine (German-Greek) on behalf of a greek translation agency-Translation of automotive documents of extended size (Airbags, Hybrid Vehicle Systems, Precrash Safety Systems) (English-Greek) on behalf of a greek translation agency-Translation of manual for Fuel Dispensers on behalf of a translation agency (English – Greek)-Translation of technical manuals (Gas Detection Device) on behalf of a translation agency (English-Greek) **-Translation of technical Documents of extended volume (flow transmitter, lubricant filtration unit, pressure regulator, differential pressure switches, temperature switches, pressure switches. etc.) on behalf of a Greek translation agency** **(English-Greek)** |
| 05/2004 – today | Engineer and supervisor in renovation works of buildings in public and private sector works Renovation– Maintenance- Design projects in buildings (residences, hospitals, offices, practices)   |  |  | | --- | --- | | Position | *Supervising Engineer and designer in public sector and private sector contstruction works* | | Responsibility | Responsible for construction – supervision of construction works (building works, electrical-mechanical works) | | Achievements | Design and construction of heating systems in buildings, documents’ creation for public sector construction works, leading capability | |
| 2005 | Teaching of German language  |  |  | | --- | --- | | Position | *Teaching of German language to advanced students* | | Responsibility | Private lessons for adults | | Achievements | Excellent performance of students in the examination for the diploma Kleines Deutsches Sprachdiplom of Goethe Institute of Athens | |

**FOREIGN LANGUAGES**

|  |  |
| --- | --- |
| English | Proficient (Certificate of Proficiency – British Council of Athens) |
| German | Proficient (Grosses Deutsches Sprachdiplom – Goethe Institute of Athens) |

Seminars

|  |  |
| --- | --- |
| June – Jly 2000 | Ms Word, Ms Excel, Ms Powerpoint, Internet Explorer |

Computer Skill

* Very good skill in Ms *Windows, Ms Office, Internet,* *Autocad*
* Good skill in Greek Software for Electrical/Mechanical systems Design in Buildings *4Μ FINE, 4M ADAPT*
* Good skill in the software for public works document creation of ACE-HELLAS company (*ECM*)

• Good skill in translation memory software *Trados (version 8.0)*

ACTIVITIES

* Classical piano and musical theory studies (6 years)
* Member of the Technical Chamber of Greece
* Driving License

Contact Details

Alkaiou 18, Anoixi 14569, Attica, Greece

Tel: 0030210 8145757, mobile: 00306938 905753

Email:pstav07@hotmail.com