
KEY SKILLS: Exceptional writing and communication abilities in two native languages (English and Greek); extensive experience working with people, actively listening to their needs and helping to bring their goals to fruition; an excellent colleague with a high work ethic in team-oriented environments, but also thoroughly capable of working on her own; and a very friendly person, who happens to love what she does.

WORK EXPERIENCE

- **Copywriter | Translator** (*November 2004 – present*)
Freelance, Athens, Greece
Greek and English copywriting for the web & print, and Greek-to-English translation in a wide range of disciplines. Clients include: **Terrain Maps & Travel Guides** (GR-EN translation, hiking maps & web); **Piraeus Bank Cultural Foundation** (EN narration, Environment Museum of Stymphalia); **SKAI** (GR-EN translation, hiking maps & travel books in production); **G Design Studio** (EN / GR copy, various web & print projects); **Linea Piu** (EN / GR copy, web); **The Think Tank** (GR press release); **studybox.gr** (EN naming & information architecture); **VTrip Group** (EN / GR copy, various web & print projects); **climbkalymnos.com** (EN copy, concept & identity design); **Kalymnos Climbing Guidebook** (GR-EN translation, in production); **iamexpat.nl** (EN slogan); **Carteco** (EN / GR print copy, 'The Archive'); **Mayaba Store** (GR copy, web); **Solution Focus Communication Consultants** (EN / GR copy, various print projects); **alcalay.com** (EN proofreading); **Property Greece** (EN / GR copy, various web & print projects); **Savvaidis and Associates** (EN / GR copy, various web & print projects); **Gynaika Magazine / D-Mag** (GR articles, Issue #24); **Property & Home Greece Magazine** (EN article, issue #26); **Jet Set Homes** (EN copy, web); **Rhodes Property News** (EN copy, print); **Athens National School of Public Health** (GR-EN translation, medical paper); **"10%" Magazine** (EN-GR translation); **makebelieve design** (EN copy & proofreading, various web projects).
- **Office and Communications Manager** (*May 2005 – December 2006*)
Property Greece Ltd. Group of Companies, Athens, Greece
Managed daily operations of head office in group of 7 companies; oversaw all incoming and outgoing communication; coordinated company's participation and represented head office in overseas trade shows; submitted articles, press releases and editorials to Greek / foreign press and company newsletters; managed and edited content of company website; provided comprehensive real estate services to selected foreign clients; supervised 2 staff members; interviewed and trained new staff.
- **Counselor and Outreach Worker** (*April 2002 – October 2004*)
Chicago Recovery Alliance, Chicago, Illinois
Counseled neighborhood residents and drug users in community-based outreach program about ways to reduce high-risk behaviors and drug-related harm; provided case-by-case referrals to various types of treatment; served as liaison between users and agencies to facilitate transition into treatment; trained volunteers.
- **Counselor and Intake Coordinator** (*May 1998 – February 2002*)
CAP Medical Center, Chicago, Illinois
Provided comprehensive services for caseload of 60 methadone maintenance clients, including individual and group therapy; collaborated with multidisciplinary team of professionals to generate effective solutions and motivate clients; performed mental health assessments and developed treatment plans as part of the Treatment Review Committee; taught education groups regarding infectious diseases and relapse prevention; trained new staff; served as liaison with local police department.
- **Researcher** (*June 1996 – May 1998*)
Center for Research in Law and Justice, Chicago, Illinois
Designed, conducted and analyzed interviews with community leaders, police officers and residents of culturally diverse neighborhoods; conducted ethnographic fieldwork / participant observation; co-authored reports submitted to the US National Institute of Justice.
- **Teaching and Research Assistant** (*October 1994 – May 1996*)
University of Illinois, Chicago, Illinois
Lectured weekly for senior-level course "Writing in the Discipline"; advised students individually and presented monthly overviews of essay-writing techniques; designed, conducted and analyzed interviews with attorneys, court personnel and law enforcement officers; co-authored reports submitted to the Illinois Criminal Justice Information Authority.

EDUCATION

- **Master of Arts in Criminal Justice**, University of Illinois at Chicago, 1997
- **Bachelor of Arts in Sociology**, Panteion University of Political and Social Sciences, Athens, 1993
- **Language and Computer Skills**
Native fluency in English and Greek; advanced knowledge of French; intermediate knowledge of Spanish; typing on English and Greek keyboards (70 wpm); proficient use of Word Processing software, Microsoft Office applications, spreadsheets and the Internet.

ADDITIONAL EXPERIENCE

- **Professional Papers / Publications**
"Community Policing in Aurora: Results of a Longitudinal Evaluation" by Wilkinson, D.L., Rosenbaum, D.P., Hanson, G.S., Stemen, D.D., Allen, M.E. and Roussou, K. Chicago, Center for Research in Law and Justice, 1997
- **Distinction**
Chicago Bar Association, Criminal Justice Graduate Award for best graduate student of the year, 1995
- **Interpretation & English Instruction**
International Short Film Festival of Drama (*Drama, Greece, 1992*)
Simultaneous translation of film dialogue (GR-EN) for selected guests of the Festival; Greek-to-English interpretation at Festival events and press conferences

English language instruction (*Athens, Greece, 1989-93*)
Private English lessons for children ages 5-8
- **Volunteer Work**
Cook County Juvenile Court, Chicago, Illinois, 1994-95

References available upon request