

Anastasia Katsiki

Project Lead, Team Lead, Translator, Communications & Production Organization

SUMMARY

Enthusiast and mature, with effective verbal and written communication and interpersonal skills. Strong at organization, project management, resource allocation and deadline handling. Highly skilled and familiar with new technologies and computer industry. Vast experience in communicating with people from various cultures and nationalities. Perceptive, with technical understanding and the ability to learn new jargons. Comfortable navigation between detail orientation and big picture focus. Outgoing personality and keen on internationality. Always willing to learn new things.

EDUCATION

BA in Translation, Ionian University of Corfu

2002 | IONIAN UNIVERSITY, Department of Foreign Languages, Translation and Interpreting, Corfu, Greece | Languages: English | French

Accredited Diploma in Coaching (AC & EMCC) | Coaching Practitioner

2016-2017 | Athens Coaching Institute

1-year course of experiential training in Personal and Executive Coaching. | Final paper on Team Coaching approaches with a survey on teamwork.

EXPERIENCE

1999 – 2016 | 17 years of experience as a freelance translator, reviewer, team lead and project lead, with long-standing collaborations with influential, international and local translation agencies, and specialization in Technical Translations, IT, Marketing, Marcom, Web Content, Mobile Devices and other subject areas.

2012 – 2015 | **LQA Project Lead @Moravia IT s.r.o.** (as a contractor)
Responsible for monitoring production and deliverables of 35 languages. Defining project specifications in direct contact with the client. Quality assurance process design and creation of training videos. Training of new colleagues.
ACHIEVEMENT: Initiative to design, organize and implement a training process for new reviewers, bridging a project management system with a file management system, and creating robust instruction documentation.
Result: 100% time saving for the Program Manager and the management team, **100% reviewer** working independence.

2010 – 2013 | **Team Lead @Lionbridge** (as a contractor)
For the account of an American multinational technology company specializing in Internet-related services and products.
Role description: assuring quality and terminology consistency throughout client's products in cooperation with reviewer and translator teams. Coordination among translator and reviewer teams, monitoring translation quality reports, making interventions in order to improve quality. Monthly meetings and discussions with reviewers.

Contact Details

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LinkedIn

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Qualities

Reliable
Focused
Open-minded
Cooperative
Persistent
Communicative
Innovative

Skills

Analytical Thinking
Detail Orientation & Big Picture
Strong Organizational Skills
Process Optimization
Fast Software Learner
Balanced Prioritization

Languages

Greek – Native Proficiency
English – Full Professional Proficiency
French – Full Professional Proficiency
Italian – Limited Working Proficiency

Software

Windows
MS Office-Word, Excel, PPoint, Outlook
Android
Windows Mobile
iOS

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2008 – 2009 | Team Lead (as a contractor)

For the account of an American multinational telecommunications company.

Role description: Responsible for the coordination, task distribution and final processing of the input of 9 reviewers of different languages towards a process improvement goal.

ACHIEVEMENT: Development of a collaboration model with the client in Greece which was then adopted and implemented for all 25 languages of the account.

2013 – 2015 | Members Communications & Event Organization

@BATALA ATENAS (music band) (exchange work)

Responsible for all communications with the members of the band (70+). Welcoming and registration of new members and keeping of all relevant records.

Participation in the Organization Committee of four members of the band for the first and second BATALA DRUMCAMP, a percussion seminar held each summer on the island of Paros, with more than 250 participants from all over the world: Organization of participations and bookings. Management and support of participants during the trip and the event.

Event video link on YouTube: [Batala DrumCamp 2015](#)

SPECIAL TRAINING

1990 | **DIDACTA**
Blind Typing

2013 | **UNIVERSITY OF ATHENS | Didaskaleio**
Medical English Terminology & Communication Skills

2013 | **COURSERA | University of Pennsylvania**
Gamification | Online 6-week course | Grade Achieved: 90.1%

2014 | **ARMANI STUDIO**
2 courses of acting studies based on the Meisner technique

2016 | **HCA/EMCC Greece | KNOWLEDGE MEETING THEMED "TALENT GAMING"**
Participation in Talent Gaming event showing the power of board games for discovering talent and enhancing awareness in team coaching. Hands-on experience.

Computer

Blind Typing
Efficient with File Organization
Creative with Troubleshooting

Internet

Virtual Meetings
Online Messaging
Remote Server Access & File Mngmt
Shared Docs Org & Mngmt

Social Media

Advanced Experience as a User

Interests

Coaching Events
MOOCs
Music
Music groups
Travelling

Motto

Simplicity equals velocity.