



Kleio-Ilektra Sofianou

Kleio-Ilektra Sofianou, 12/5/1995

Mpakogiannis, Vrilissia
15235, Athens, Greece

+306985560962

kleio_ilektra_s@outlook.com

Skills

- Excellent contact and communication skills gained through my experience of directing the environmental protection team.
- Very good translation and proofreading skills to and from Greek, English, French, and Spanish.
- Active listener and teamwork spirit due to my passion for traveling, volunteering, and interacting with people.
- Motivated, creative and adaptive person.
- Able to come up with innovative solutions, skilled at writing, and able to do research on the Net or from bibliographic sources.
- Intermediate computer skills: able to use MS Office, SmartCat, Reverso, WordPress, Google Drive, Email, Spreadsheets, Presentations, Social Media, and the Web.

- Passionate about history and geography.
- Passionate about aerial acrobatics and contemporary dance.
- An eco-friendly and responsible person about the environment's and biodiversity's protection. Constantly following the path towards sustainability.

Working Experience

Translator - Proofreader - Content Writer/ *Freelancer*

20/09/2019 - currently, Athens

- Translation of a historical book from French to Greek.
- Content writer in English and translator to Greek and French for a ferry booking website.
- Article writer on WordPress about sailing.
- Content writer for daily sailing boat & gastronomy tours.
- Translation of organized tours in Greece and abroad, from Greek to English and from Greek to French.
- Translation of a website (events for children) from French to English.
- Translation of a bus reservations platform from Spanish to English.
- Translation of the terms of use of a website (Greek to English).
- Certificate of attendance (English to Greek).
- Extract of 30 pages from a literature book (English to Spanish).
- Subtitle translation from English to Greek for videos concerning spirituality, mental health, and the state of being.

Office de Tourisme Archipel de Thau Méditerranée/ *Intern*

01/03/2019 - 01/08/2019, Mèze, France

- Welcoming visitors and informing them about the activities in our region.
- Front office and back office mission.
- Managing the e-mails and the post.
- Document management.
- Answering phone calls and providing information upon request.
- Historical research concerning 3 villages in the region.
- Languages: French, English, Spanish.

Hôtel Restaurant du Port / *Multifaceted Position*

25/3/2019 - 22/4/2019, Mèze

- Waitress
- Bar
- Cleaning

The Beach Cove Cafe, Waterville/ *Head Waitress*

20/05/2018 - 25/08/2018, Co.Kerry, Ireland

- Mise en place.
- Take orders from and serve food & beverages.
- Answer questions about the menu and make recommendations when requested.
- Prepare appetizers, cold dishes, and coffee.
- Perform consistent check-ins to ensure satisfaction and address complaints swiftly.

The Smugglers Inn, Waterville - *Multifaceted Position*

20/04/2018- 27/05/2018, Co.Kerry, Ireland

- Assistant receptionist
- Assistant waitress

Smoo Cave Hotel - *Multifaceted Position*

01/06/2017- 25/08/2017, Durness, Scotland

- Cleaning and maintenance of the rooms
- Waitress
- Handwriting reception

Nanny - *Seasonal Work*

15/05/2017-25/05/2017, Rethymno, Crete

- Taking care of a 2-year-old baby girl, English family (activities, accompanying, preparation of meals, bathing, and changing nappies).

Private English Courses - *English teacher*

10/11/2016-01/05/2017, Athens

- Teaching English Level A2 and B1 to a child aged 12 years old.
- Teaching English to an adult beginner's level, leading him to follow his career in the US.

Jan Van Leeuwen Bloemen - *Agricultural Worker*

01/06/2016-15/08/2016, Tienray, Netherlands

- Creating bouquets of flowers and harvesting flowers.
- Harvesting raspberries.

Festivals in Zadar, Zagreb(Croatia) and Northern Germany - *Volunteering in Festivals*

01/08/2015-30/08/2015

- Directing the ecological team that was responsible for preserving the grassy/planted areas and maintaining a clean and proper space in the festival's area . (Modem Festival)
- Antaris Festival and Lost Theory, member of the Eco-preserve Team.

Assistance to the Camp leader- *Camp Assistant*

01/07/2014-31/07/2014, Ranch Camp, Korinthos - Greece

- Co-responsible for a group of children, aged from 9 to 11 years old.
- Organizing activities for children.

Parea Restaurant, Munchen - *Kitchen porter*

20/07/2013-25/08/2013, Muchen, Germany

Education

11/09/2012- 20/06/2013

1. Technical College, Halandri - Economics Baccaulaureate

June 2013: Final year of college, note: 18,5 / 20

Hellenic competitive exams allowed me to enter the third level of national education, admission to the University of Western Attica, department of Hospitality and Tourism Management.

11/09/2013- 30/09/2019

2. University of Western Attica - Department Hospitality & Tourism Management

The Academic Bachelor's Degree was acquired on 10/2020 (EQF Level 6).

10/09/2020- currently

3. National School of Tourist Guides in Rethimnon, Crete

4. Projects, Essays and Seminars

- Participate in the seminar “Alternative forms of Tourism” by Travel Daily News (Hilton Hotel Athens, December 2017).
- Creation of my own website: (<http://koukelek.wixsite.com/tour>) for the university course “ E-tourism ”.
- Management and Organisation of a restaurant (interview and research).
- Management and Organisation of a Bar (interview and bibliographic research).
- Project entitled (Word and PowerPoint): "The development of cultural tourism in France" (translation from French to Greek).
- Senior Thesis Topic: Ecotourism, A comparative approach between Greece and France (250 pages). The thesis was completed in a 6-month period and was based upon bibliographical research and documentary analysis (qualitative research).

Languages

English: Certificate of Proficiency in English (Michigan ECPE)
Français: DALF C2
Spanish: DELE C2
Russian: B1 (currently)
Chinese: HSK3 (currently)
Greek: mother tongue