

Key strengths: Exceptional organizational and communication skills, both oral and written, in two native languages (English and Greek); outstanding interpersonal skills and extensive experience in team-oriented environments; experience in staff training and effective conflict management; experience in high-level negotiation and in working independently.

Experience

- ***Freelance Writer and Translator, November 2004 – present***
Advertising, Web and Creative Writing for a diverse clientele; clients include: “Gynaika” magazine, Makebelieve Design & Consulting, Piraeus Bank group Cultural Foundation (English narration), MNP design office, V.Trip Ltd., NGLS / efront, ‘g’ creative office, Minimatik visual + interactive communication, Carteco S.A., Jet Set Homes S.A., Savvaidis & Associates / Rhodes Real Estate, Rhodes Property News, Corfu Property Agency, Solution Focus Communication Consultants, “Property and Home Greece” magazine, Athens National School of Public Health, “10%” Magazine.
- ***Office and Communications Manager, June 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.

E d u c a t i o n

- *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*
Fluency in English and Greek (native languages); 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.

A d d i t i o n a l E x p e r i e n c e

- *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 Roussos, 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
- *Volunteer Work*
Cook County Juvenile Court, Chicago, Illinois, 1994-95

References available upon request