



## RESUME

## PAOLA NICOTERA

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Deputy-Rectors' Office  
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### EDUCATION

L.L.B. Law of the University of Macerata, Italy  
Post-graduate diploma in Translation (English-Italian) of the Institute of Linguists, UK  
Diploma in Essential Design, National Extension College, UK

### LANGUAGES

Italian	Mother tongue
Greek	Working language
English	Post-graduate Diploma of the Institute of Linguists (specialization on scientific and technical subjects)
French	DALF (Diplôme avancé de langue française)
German	Mittelstufe Diplom, Goethe Institut

### WORKING EXPERIENCE

1994-present	Head of the Deputy-Rectors' Office at the Technical University of Crete, Chania, Greece
1992-1994	Executive secretary of the director of the Mediterranean Agronomic Institute, Chania, Greece.
1985	Settlement in Greece.
1982-1985	Long term contract as head of the computer centre at the Nautirama Co. (Rome, Italy), Italian distributor of the Mariner outboards, USA and later also as responsible of the PR office of the same company (USA and European branch).
1978-81	Short term contract as counselor and secretary in an American company in NY, USA.
1977	Short term contracts in several law offices in Rome, Italy.

### **WORK at T.U.C.**

As the head of the Deputy-Rectors' Office I provide personal administrative support to the Deputy-Rectors through conducting and organizing administrative duties and activities including receiving and handling information and specifically:

- organise and coordinate appointments with the university staff, students, academics and visiting scholars, as well as with public and private figures in Greece and abroad
- prepare and manage correspondence, documents, travel arrangements
- set and maintain Deputy-Rectors' files
- handle incoming mail and other material, as well as collate information
- communicate verbally and in writing to answer inquiries and provide information, as well as coordinate the flow of information both internally and externally
- follow local and national news in order to keep the Rector and Deputy-Rectors updated, as well as keep contact with press for interviews and announcements of the university administration
- organise conferences and events of all sorts using also my foreign language skills, as well as design, process and publish graphic works and proceedings
- manage and maintain contacts of T.U.C. as a member of international organisations
- process of scientific material concerning the teaching activity of the Deputy-Rectors' as professors (scientific works, presentations, etc.)
- update TUC (Greek - English) university webpage
- support the Legal Office of our university
- implement and maintain office systems and manage office supplies

### **TRANSLATIONS**

I translated innumerable texts (articles, scientific research programs, law texts, technical and scientific texts, etc.) within my professional activity first as executive secretary of the director of the Mediterranean Agronomic Institute of Chania and later as head of the Deputy-Rectors' Secretariat of the Technical University of Crete, Chania (conferences, simultaneous translation, public relations, etc.). I also work with translation companies in Greece and abroad.

### **COMPUTER SKILLS**

Word-processing, Graphic, Multimedia, Internet, Email, Spreadsheets, Databases, Illustrator, Photoshop, Typo3.

## **SEMINARS and COURSES**

- Business Basic Nixdorf programming language, Italy
- 2<sup>nd</sup> Diploma in Ikebana of the Sogetsu School of Tokyo, Italy
- Byzantine icon painting, Greece
- Aromatherapy Diploma of the School of Natural Sciences, UK
- Illustrator and Photoshop, Greece

## **PERSONAL INTERESTS**

I am a member of two NGOs active mostly in Middle East and Africa providing free medical care in Italy to critically ill under-privileged individuals, my role being to keep contacts between volunteering Italian health professionals, field assistants, embassies and reception centres.

I am a traditional Byzantine icon painter, but also paint using a wide range of media and techniques.