

## PERSONAL INFORMATION **Ioanna Pappa**

 52 Egjalias Str, Marousi, Athens, PC. 15125

 [pappa.ioanna@gmail.com](mailto:pappa.ioanna@gmail.com)

Sex Female | Date of birth 13/08/1979 | Nationality Greek

## WORK EXPERIENCE

01/07/2018 – today

### **Administrative and Financial Management of European funded research projects**

Centre for Research and Technology Hellas (CERTH)/ Hellenic Institute of Transport (HIT)

Financial management towards ensuring the eligibility of expenditures and certification of expenses, Support of proposal preparation and submission. Collaboration with the project team, communication with the project suppliers. Support of proposal preparation and submission. Ensure that a project is completed on time and within budget, that the project's objectives are met, organize the various professional people working on a project, make sure the quality standards are met, overseeing the accounting, costing and billing, examine and validate agreements, monitor sub-contractors to ensure guidelines are maintained estimate costs and entry economical data relevant to the program, workshops held.

Research Centre

10/02/2016 – 30/06/2018

### **Support of financial management and monitoring of the budgets of post graduate programmes**

Research Centre/ Athens University of Economics and Business

Budget control, control of contracts, execution of payment claims, Ensuring eligibility of expenditures.

Research Centre

19/01/2011- 30/11/2015

### **Project and Financial Management of European funded projects**

HELLENIC CONFEDERATION OF COMMERCE & ENTREPRENEURSHIP

Ensure that a project is completed on time and within budget, that the project's objectives are met, organize the various professional people working on a project, make sure the quality standards are met, overseeing the accounting, costing and billing, examine and validate agreements, monitor sub-contractors to ensure guidelines are maintained estimate costs and entry economical data relevant to the program, workshops held.

UNION

27/06/2009- 18/01/2011

### **Financial Management of European funded projects**

GENERAL SECRETARIAT FOR ADULT EDUCATION - INSTITUTE FOR CONTINUING ADULT EDUCATION

Observe the schedule and the budget of the project, check the efficiency rates of the project, codify and characterize economical items, examine and validate agreements, estimate costs and entry economical data relevant to the program.

Non-profit, public benefit institution, which is supervised by the Ministry of Education, Research and Religious Affairs.

01/05/2005 – 30/07/2009

### **Financial Management of European funded research projects**

MINISTRY OF EDUCATION, RESEARCH AND RELIGIOUS AFFAIRS SPECIAL EDUCATION SERVICES FOR IMPLEMENTATION OF ACTIONS

Financial Control and Audit, control of lawfulness, entry financial information in the system, monitor contractors agreements and approve payments for the accepted parts of the project, issuing money orders and checks, participation in the accounting process mapping of the project, providing support to auditors and Bank reconciliations.

PUBLIC BODY

EDUCATION AND TRAINING

March 2005- February 2007

**Post Graduate Programme**

Level 7

ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS

Department of Business Administration

Master of Science (MSc) in Services Management

September 1998- September 2004

**Graduate degree**

Level 6

ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS

Economic Science

PERSONAL SKILLS

Mother tongue Greek

Other language

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
ΑΓΓΛΙΚΑ	C1/C2	C1/C2	C1/C2	C1/C2	C1/C2
PROFICIENCY IN ENGLISH					

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Driving licence Category B/ B1

ADDITIONAL INFORMATION

Lifelong Learning

Attendance of a variety of conventions and training seminars on Management, Finance, Sales, Marketing and Telemarketing, Customer Service, Effective Telephone Communication