

Europass curriculum vitae



Personal information

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Nationality (-ies) Greek
Date of birth 05.10.1982
Gender Female

Work experience

<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>April 2018 – Today</p> <p>Administrative and financial management of European funded research projects</p> <ul style="list-style-type: none"> ◆ Financial management of European funded research projects (preparation and submission of periodic financial reports, cost statements, allocation of resources for maximum spending, etc.). ◆ Financial management towards ensuring the eligibility of expenditures and certification of expenses. ◆ Monitoring the expenditures' conformity with EU, national and/or organisational rules, programme instructions & guidelines, etc. ◆ Collaboration with the project team, communication with the project suppliers. ◆ Support of supply management. ◆ Liaising and reporting to the national Managing Authority. ◆ Support of proposal preparation and submission.
<p>Name and address of employer</p>	<p>Centre for Research and Technology Hellas (CERTH)/ Hellenic Institute of Transport (HIT), 52 Aigialias Street, 15125, Athens (http://www.imet.gr/)</p>
<p>Type of business or sector</p>	<p>Research Centre / Research Institute</p>
<p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>Support of financial management and monitoring of the budgets of post graduate programmes</p> <p>Monitoring and financial management of the payments and economics of post graduate programmes. In more detail:</p> <ul style="list-style-type: none"> ◆ Budget control, control of contracts, execution of payment claims ◆ Ensuring eligibility of expenditures ◆ Budget update ◆ Collaboration with the post graduate programme professors, communication with the respective secretaries
<p>Name and address of employer</p>	<p>Research Centre/ Athens University of Economics and Business, 46 Kefalinas St., GR- 11251, Athens</p>

Type of business or sector	University/ Research Centre
Dates	April 2015- December 2015
Occupation or position held	Financial management and monitoring of European funded research projects
Main activities and responsibilities	<p>European project monitoring and financial management towards budget spending/absorption and eligibility of expenditures. In detail:</p> <ul style="list-style-type: none"> ◆ Financial management towards ensuring the eligibility of expenditures and certification of expenses. ◆ Preparation of accounting files, submission of six month project progress reports, preparation and submission of monthly project expenditure reports and payment claims. ◆ Monitoring the expenditures' conformity with EU, national and/or organisational rules, programme instructions & guidelines, etc. ◆ Collaboration with the project team, communication with the project suppliers. ◆ Liaising and reporting to the national Managing Authority. ◆ Etc.
Name and address of employer	Research Centre/ Athens University of Economics and Business, 46 Kefalinias St., GR- 11251, Athens
Type of business or sector	University/ Research Centre

Dates	March 2013 – December 2014
Occupation or position held	Management & implementation of EU project activities/projects for cluster development and support, support of entrepreneurship
Main activities and responsibilities	<p>European project implementation and management support – proposal preparation (Horizon 2020, etc.), in thematic areas such as (indicatively):</p> <ul style="list-style-type: none"> ◆ Development of effective policies for cluster development and support in South East Europe (ClusterPoliSEE project: “Smarter Cluster Policies for South East Europe”) – Clusters and regional specialisation, best practice analysis, design and implementation of new policy learning mechanisms – pilot actions for the exploitation, support and empowerment of clusters in SE Europe. ◆ Support of the commercialization of research results of Nano-sciences (NMP technologies) – Analysis of regional/national policies in Europe and related measures for promoting R&D&I results (INCOMERA project: “Innovation and Commercialisation in the NMP thematic area”). ◆ Knowledge exchange and implementation of good practices for cluster excellence in cluster management (SEENECO project: “South-East European Network-of-Excellence of Cluster Organisations”). ◆ Enhancement of entrepreneurship - innovation services for SMEs. ◆ Support of organisation of promotional & dissemination activities, networking. ◆ Support of strategic planning (sustainability plan development, trends, research in policy areas related to cluster development and support, etc.). ◆ Etc. <p>(See Annex 1, Detailed description of thematic areas of interest and respective European projects and activities).</p>
Name and address of employer	International Collaborations Unit/ Corallia – Corallia Clusters Initiative/ Athena Research Center, Kifisias Ave. 44, GR- 15125 Marousi, Athens
Type of business or sector	Research Centre

Dates	June 2009 – December 2012
Occupation or position held	EU Project management and implementation for the development and support of innovation
Main activities and responsibilities	<p>Management & Implementation of EU projects – Proposal writing and submission (Programmes: 7th Framework Programme, Transnational programmes/ Med programme, European Territorial Cooperation Programmes/ SEE programme, Cross Border Programme Greece –FYROM, / Cross Border Programme Greece – Bulgaria, etc.) in thematic areas, such as (indicatively):</p> <ul style="list-style-type: none"> ◆ Innovation support, creativity development (CreaMed project: “Fostering Creativity and Innovation in the Mediterranean Area as key elements for Regional Sustainable

Development: CreaMED Alliance"/MED programme).

- ◆ Training of researchers & other stakeholders (public & private organisations) in creativity techniques, innovation support, strategic management, marketing, etc.
- ◆ Development and support of innovation policies towards regional & national development - Situation analysis and mapping exercise of national & regional innovation and R&D policies, best practice analysis (FIDIBE project: "Development of Innovative Business Parks to Foster Innovation and Entrepreneurship in the SEE Area"/SEE programme).
- ◆ Support of strategic planning (sustainability plan & capitalization strategy development, development of feasibility plan, organisational culture and operational models of innovative business parks in SE Europe, support of entrepreneurship, trends, analysis of research, technological and innovation policies on regional, national and EU level).
- ◆ Knowledge transfer, knowledge management.
- ◆ Liaison services between research and business community, commercial exploitation of research results.
- ◆ Networking – organisation of dissemination and promotional activities, support of strategic collaborations' development.

(See Annex 2, Detailed description of thematic areas of interest and respective European projects and activities).

Name and address of employer Development and Innovation Unit/ Horizontal Projects Implementation Department/ Centre for Research and Technology Hellas (CERTH), 6th km Harilaou-Thermi, GR 57001 Thessaloniki

Type of business or sector Research Centre

Dates February 2007 – June 2009

Occupation or position held EU Project management and implementation for the development and support of innovation and entrepreneurship

Main activities and responsibilities Management & Implementation of EU projects – Proposal writing, in thematic areas such as (indicatively):

- ◆ "Creativity and Innovation for SMEs and R&D departments", "Free / Libre Open Source Software On- Line Communities", Knowledge Management, "Marketing and optimizing the acceptance of Innovation", etc.
- ◆ Design of training curriculum and development of training material for creativity development and innovation support in SMEs & R&D organisations (TRACTORS project, INNOSUTRA project, etc.), Knowledge management (TRAINMORE-KNOWMORE project).
- ◆ Training of innovation stakeholders (researchers, entrepreneurs, etc.) in creativity and innovation.
- ◆ Liaison services between research and industry – exploitation of research results.
- ◆ Support of entrepreneurship, enhancement of competitiveness of the Greek industry.
- ◆ Regional development - Organisation of the contest of "innovative ideas in Central Macedonia 2008" and participation in the evaluation committee (evaluator) of business plans of innovative Ideas for the region of Central Macedonia.

Name and address of employer Management and Development Corporation of Thessaloniki Technology Park (TTP/MDC S.A.), 6th km Harilaou-Thermi, GR 57001 Thessaloniki

Type of business or sector Technology Park

Dates December 2008 – Today

Occupation or position held Trainer (as freelance) of executives and SMEs in the following fields: strategic management, creativity & innovation development, marketing of innovation.

Main activities and responsibilities Training, use of interactive training methods, use of creativity techniques

- ◆ 15/06/2010: Training seminar, on behalf of Atlantis Consulting SA, in strategic management for SMEs (Marketing, communication strategies, internationalization of SMEs, etc.)

- ◆ 08/12/2008: Training seminar in management, marketing and creativity development for PhD students of the Technical University of Crete

Name and address of employer	Diamanto Karvelli (as Freelance)
Type of business or sector	Training services
Dates	October 2006 – January 2007
Occupation or position held	Financial advisor
Main activities and responsibilities	Promotion of national projects Regional development projects, business plan development Human recourse staffing
Name and address of employer	“Escala Consulting S.A.”
Type of business or sector	Consulting services
Dates	January 2006 – April 2006
Occupation or position held	PR and trainer of personnel (host/hostess training)
Main activities and responsibilities	Training of new personnel PR Organisation of events
Name and address of employer	“Fridays” Bar-Restaurant - “Mediterranean Cosmos Centre”
Type of business or sector	Service sector
Dates	October 2005 – November 2005
Occupation or position held	Advertising Campaign- research & promotion
Main activities and responsibilities	Promotion of the new catalogue of products Contact with main clients/ customers and record of their problems/ comments on the product Providing information on the new products/ catalogue of products Market Research
Name and address of employer	Multinational enterprise “Merlin Gerin - Schneider Electric”
Type of business or sector	Industrial sector

Education and training

Dates	2005-2007
Title of qualification awarded	Master in Business Administration (MBA) with specialization in Marketing (Degree: 9,5 excellent) - ISCED 6
Principal subjects/Occupational skills covered	International commerce and investment, funding, quantitative analysis of Business decisions, human resource management, strategic management, marketing research, international export marketing, communication strategy, promotion and advertising, financial management, supply chain management, change management, etc.
Name and type of organisation providing education and training	University of Macedonia, Thessaloniki, Greece
Dates	2000-2004
Title of qualification awarded	Applied Informatics and Economics (Degree: 8,51 Excellent) - ISCED 5
Principal subjects/Occupational skills covered	Acquisition of a combination of informatics and economics knowledge. Statistics, Finance, Management, Marketing, Econometrics, Macro economics, Business research, Programming, Databases, Algorithms, networks, Applied mathematics, software, etc.
Name and type of organisation providing education and training	University of Macedonia, Thessaloniki, Greece

Dates	1997-2000
Title of qualification awarded	High School diploma - ISCED 3
Principal subjects/Occupational skills covered	High School (Degree: 19,3 excellent)
Name and type of organisation providing education and training	High School of Myrina - Lemnos

Personal skills and competences

Mother tongue(s)

Greek

Other language(s)

Self-assessment

Level (*)

English

French

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C2
A2	A2	A2	A2	A2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Social skills and competences

Team working spirit highly developed due my working experience based on team level:

Team working culture was initially developed during my postgraduate studies as I participated in team homework and then in my MBA studies where I participated in variable heterogeneous teams for homework purposes, preparation of presentation of results, etc.

Later on, the team working spirit was further nurtured due to my working environment. I have experienced team work in my previous working positions, too (e.g. PR) but I have mostly built up the team working spirit through my current profession as EU project manager. The last eight years, apart from my daily interaction with the team (internally on organisational level), I have been collaborating and working with the management & implementation team of innovation programmes, due to my direct engagement and involvement in national and European projects (either as coordinator or as partner).

High potential of adaptation to/conformity with multicultural environment:

This capability was nurtured mostly through my involvement in national, European and international project teams as manager or as partner (shared activities such as projects, studies, meetings, events, etc.).

High communication & cooperation potential:

Through my MBA studies with specialisation in marketing, I got familiar with the theoretical background relevant to topics such as negotiation strategies, presentation skills, positioning in the market, international marketing, communication policies, etc. Following that, my working experience (both at the beginning as consultant and later as project manager) gave me the opportunity to practice the formation of effective communication strategies and built up public relations. Furthermore, my communication skills and capability to manage crisis and teams of people of different background and nationality were further developed through the training workshops that I supported as trainer. Finally, my eight-year full engagement in EU project management is the most valuable experience concerning the development of my communication competences as I participated in a large number of international meetings, events, projects, collaborations, brokerage events, conferences, etc. and effectively cooperated with a large network of innovation stakeholders of different nationalities and backgrounds.

Organisational skills and competences

Organisational and management skills

My organisational skills were initially developed through my MBA studies on theoretical level. Practically, my managerial and organisational skills were initially developed through my initial job positions (e.g. as *hostess apart from communication skills, it was necessary to organise and manage the place according the rules and the culture of the specific chain of restaurants in order to ensure its smooth operation*), but were mainly enhanced and practised through my eight-year working experience in project management. Through the coordination of European projects, I acquired the required experience for efficiently managing the implementation of EU projects (deliverables, time plans, events, etc.) as well as homogeneous or heterogeneous teams of people (from different countries).

Technical skills and competences	Experience acquired in field research for the assessment - evaluation of research projects and programmes and data analysis through SPSS and other programmes such as EXCEL and ACCESS.
Computer skills and competences	<ul style="list-style-type: none"> • Windows and Office • Use of Internet • Microfit econometric analysis, SPSS and Case Study analysis (Management, Marketing) • FrontPage, C, HTML • Accounting software “Kefalaio 4” • Java, Pascal, Matlab, SQL
Artistic skills and competences	Sports, ski, dancing, painting, photography (amateur).
Other skills and competences	<ul style="list-style-type: none"> • Evaluator – controller of the Hellenic Organisation of Small & Medium sized Enterprises and Handicraft S.A. (since 09/2010) • Development and submission of business plans on behalf of two SMEs in the frame of the ROP (regional operational programme) of Macedonia Thrace 2007-2013- NSRF) – 2009 <i>as freelance</i> • Training services – Training seminars’ conduction in the field of management, marketing and creativity development (2008 – 2009 <i>as freelance</i>)
Driving licence(s)	Category A and B

Additional information

Honors and Awards:

- Scholarship awarded from Bodossaki Foundation for 2006-2007 (2nd academic year of MBA studies)
- Best graduation degree of the MBA programme (Degree: 9,5)
- Third best degree of high school diploma in the North East Aegean area

Thesis titles:

- Undergraduate thesis title: "Business Plan development for the Piraeus Port Authority S.A."
- Postgraduate thesis title: "Communication Policy: Content and semiotic analysis of the commercial advertisement of Johnnie Walker Red Label product"

Seminars (certifications of successful participation are available)

- Organisation and Management of Business processes
- Project Management Professional -PMP
- Management and Leadership
- Basic rules for effective electronic communication and document compilation
- Smart specialisation strategies (S3 training) and cluster development policies

Annexes

- Annex 1: European projects and activities in detail (Corallia)
- Annex 2: European projects and activities in detail (CERTH)
- Annex 3 : European projects and activities in detail (TTP/MDC SA)

Annexes Annex 1: European projects and activities in detail (Corallia)

03/2013 – 12/2014: Preparation of proposals in framework programmes such as Horizon 2020, etc.

03/2013 – 12/2014: Implementation of project activities and support of management of the [ClusterPoliSEE project](#) – “**Smarter Cluster Policies for South Europe**” (co-funded by the SEE programme).

Relevant activities: Preparation of project progress reports, support of financial management, management and coordination of suppliers, communication with partners, coordination of on-line meetings with partners, development of dissemination material (article, presentations, press releases, content management of the project website (Greek subpage), content management and continuous update of the project platform, etc.), active involvement in project meetings – presentation of project progress and coordination of activities, organisation and support of meetings, support of the organisation and moderation of the international workshop organised in Brussels (Open Days 2014) for the capitalization of the project results, collaboration with the external experts. Development of the methodology of the new policy learning mechanisms for smarter cluster policies, management of the working group of the thematic area “Clusters and regional specialisation” for the development of the respective report, support of the development of the set of policy measures and the specific guidelines for the pilot actions’ implementation. Coordination of eight pilot actions for the development of effective policies for cluster development and support in the respective pilot regions (design, methodology, monitoring, support –consulting of pilot regions, creation of the templates for the selection and development of the implementation reports of pilot actions, etc.), sustainability plan of the project results, etc.

01/2014 – 12/2014: Contribution to the implementation of INCOMERA project: “Innovation and Commercialisation in the NMP thematic area” - funded by the 7th Framework Programme of the European Commission (FP7-ERANET-2013-RTD).

Relevant activities: Contribution to the development of the following reports a. «Initiatives and best-practices for supporting innovation» and b. «Analysis of regional/national policies in Europe and related measures for promoting R&D&I results», supplies’ management, development of the project’s promotional material (presentations, press release).

03/2013 – 11/2013: Contribution to the implementation of SEENECO project: “South-East European Network-of-Excellence of Cluster Organisations” - funded by the Competitiveness and Innovation Framework Programme (CIP) under the General Directorate for Enterprise and Industry of the European Commission.

Relevant activities: Contribution to the development of the following reports: “Concepts for national training programmes” and “Action and implementation plans for national training programmes”.

Annex 2: European projects and activities in detail (CERTH)

2009 – 2013: Proposal writing and preparation in various framework programmes such as: 7th Framework Programme, Transnational Cooperation/ Med programme, European Territorial Cooperation/ SEE programme, Bilateral Cooperation programmes/ Greece –FYROM, Greece – Bulgaria, etc.

06/2010 – 02/2013: Management and Implementation of activities of CreaMed project: “Fostering Creativity and Innovation in the Mediterranean Area as key elements for Regional Sustainable Development: CreaMED Alliance (CreaMED)”, co-financed by the MED programme of EC.

Relevant activities: Financial management, preparation and submission of project progress reports (presage on-line system), communication with national Managing Authority, coordination of project activities, supplies’ and procurements’ conduction and management, active participation in project meetings- coordination of activities – presentation of project progress, responsible for communication & capitalisation strategy development, content management of the project’s website, identification and analysis of best practices of creativity development for the region of Central Macedonia – support of the development of the “CreaMED OpenBook: A collection of examples of creative initiatives in the Mediterranean Region”, support of SWOT analysis for all MED participating countries, Support of development of the recommendations and measures for policy makers for the improvement of the innovation system of RCM, Support of organisation and active participation in the international conference in Portugal for creativity and innovation, organisation of training seminars for creativity development targeting public organisation and SMEs

Annexes Annex 2 (Continued)

(training, implementation and evaluation of creativity and innovation process), coordination of external experts and suppliers, communication with partners, etc.

04/2009 – 02/2013: Implementation of project activities and support of management of **FIDIBE project “Development of Innovative Business Parks to Foster Innovation and Entrepreneurship in the SEE Area”**, funded by the SEE programme.

Relevant activities: Preparation and submission of project progress reports, financial management and communication with the Managing Authorities, support of the development of the dissemination material, contribution to the development of the study of the innovation potential of the region of Central Macedonia (RCM), Best practices analysis for RCM - interviews' conduction and best practice analysis for CERTH, support of the development of the “Manual of Innovative Business Parks in SE Europe”, active participation in project meetings – presentation & coordination of activities, organisation and full involvement in regional network meetings of the innovation policy makers and main actors of the innovation system of RCM, feasibility plan development for the improvement of the business park's services for the region of CM, etc.

11/02/2011: Speech in the thematic area of “creativity, innovation and growth” conducted in the framework of the event “One night dedicated to the future” that was organised by the “Parallaxi” and “Open Coffee Thessaloniki” initiatives.

Annex 3: European projects and activities in detail (TTP/MDC SA)

Management & Implementation of European projects - involvement in the preparation of project proposals, in thematic areas such as “Creativity and Innovation for SMEs and R&D departments”, “Free / Libre Open Source Software On- Line Communities”, Knowledge Management, “Marketing and optimizing the acceptance of Innovation”, etc. Liaison Services, studies' development, implementation of Research and Technological Development projects:

02/2007 – 11/2008: Management and implementation of TRACTORS project “TRaining MAterial in Creativity and InnovaTion for EurOpean R&D Organisations & SMEs” – funded by Leonardo programme.

Relevant activities: Management of the project activities, progress reports' preparation and submission, extensive business and research literature review in creativity & innovation (review of 450 articles, websites, books, etc.), training need analysis in creativity and innovation - design of questionnaires and research conduction, situation analysis and best practice analysis, support of the development of the Curriculum and training model conception, **development of the training material in creativity for European R&D organisations and SMEs– Creativity & Innovation Handbook, organisation and conduction of training workshops and seminars in creativity and innovation** for the region of Central Macedonia, development of creativity and innovation audit tool, coordination of project meetings, organisation and active participation in relevant events, conferences, support of development and content management of the project website, support of development of e-library, etc.

26/10/2007: Support of and participation in **training seminar that was organised on behalf of TRACTORS project in the frame of the Creativity Festival** in Florence - Italy 2007.

02/2007 – 09/2007: Support of the design and content management of the project's website <http://www.etender.info>, organisation and dissemination of workshop in the frame of the project “SLET: Support and Learning for Electronic Tendering”.

02/2007 – 07/2008: Implementation & coordination of activities in the frame of the project “FlossCom» - Community Based Educational Approaches”.

Relevant activities: Communication strategy development, contribution to and participation in dissemination activities for the promotion of the projects' results, communication with liaison offices of universities and vocational training schools, participation in project meetings, organisation and active participation in workshop organised in the frame of Money Show 2008 (Athens, 2008), press release preparation and publication, support of activities for the development of FLOSS communities (Virtual & On-Campus Summer University), etc.

03/02/2008: Speech conduction and organisation of workshop titled “Management, Creativity and Innovation” in the frame of Money Show, Athens 2008.

Annexes Annex 3 (Continued)

08/2008 – 01/2009: Implementation of activities in the frame of the project TOWARDS (“*Migrating networks from a producer TOWARDS a market orientation within the agri-food sector*”).

Relevant activities: Action plans’ development for associations’, cooperatives’ and networks’ migration towards an innovative, client & market oriented network/association model through the development and implementation of an evaluation toolkit and the exchange of experiences with other organisations and entities of reference at the European level. Dissemination of project results, participation in the conference “Challenges and opportunities for the European Agri-food Sector” that was organised in the frame of the SIAL international expo in Paris- France, 2008. Organisation of and participation in workshop titled as “Migrating networks from a producer TOWARDS a Market orientation within the agri-food sector”.

05/12/2008: Organisation of and participation in (speech) the workshop «Development of entrepreneurship and Creativity» in the frame of the **Innovation Poles** project of Central Macedonia.

01/2008 – 07/2008: Implementation and coordination of activities in the frame of the InnoSutra project “**InnoSutra- InnoSupportTransfer – Supporting Innovations in SME**” – co-financed under Leonardo da Vinci programme (2007-2009).

Relevant activities: Analysis and evaluation of training material developed in the frame of InnoSupport project, update and enhancement of training material, business and research literature review in the field of innovation in SMEs, development of training material for the support and promotion of innovation and innovation process, participation in project meetings – coordination of activities, design of promotional material for the dissemination of the project results, etc.

02/2007 – 05/2008: Support of dissemination activities, content management and continuous update of the project website www.trainmor-knowmore.eu , participation in project meetings, organisation of and participation in workshop in the frame of **Trainmor-Knowmore project - “TRAINing Material in ORganisational KNOWledge Management for European ORganisations & Enterprises”**.

05/2008 – 09/2008: Participation in project meetings, **training of target groups, support of project activities** (Project management) in the frame of F4ST project – “FOOD SAFETY SPECIALIST TRAINING PROGRAMME”.

08/2008 – 01/2009: Participation in, organisation and support of activities in the frame of the “**Contest of innovative ideas in Central Macedonia 2008**” that falls under the project Innovation Poles of Central Macedonia. Participation in the evaluation committee of business plans of innovative Ideas for the region of Central Macedonia.

09/2009: Speech titled as “Development of creativity and innovation” in the frame of the event «MINT **final conference- Creativity and Innovation development**», Thessaloniki, Greece.

05/2010: Speech titled as “Development of creativity and innovation” in the frame of the event «Innovation and SMEs» - Thessaloniki, Greece.