

Personal information

First name / Surname **Kalliopi Vitzilaiou**
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Nationality Greek

Date of birth 18.05.1985

Gender Female

Work experience

Dates	October 2013 - currently
Occupation or position held	Scientific Associate
Main activities and responsibilities	Dissemination actions in many EU projects, such as, TRA VISIONS 2020 (https://www.travisions.eu/TRAVisions/), ACTIVAGE (https://www.activageproject.eu/), IN LIFE (http://inlife-project.eu/), EU-PORTRAITs (https://cordis.europa.eu/project/id/605338), etc.
Name and address of employer	Centre for Research and Technology Hellas/ Hellenic Institute of Transport
Type of business or sector	Research
Dates	April 2009-August 2011
Occupation or position held	Administrative and accounts assistant
Main activities and responsibilities	File and retrieve organizational documents and records, open and distribute incoming correspondence including faxes and email, oversee all aspects of general office coordination, handle customers queries, interact with visiting vendors, prepare and process purchase orders, invoices, cheque requests, manual cheques and contract payments, deal with daily transactions for the petty cash and ensure that reconciliations are completed on a monthly basis, maintenance of the accounting records of the company, set up employee files.
Name and address of employer	Sakellarides D. & Co O.E.
Type of business or sector	Retail trade
Dates	April 2008-October 2008
Occupation or position held	Collection Agent
Main activities and responsibilities	Interpret and explain bills to debtors, provide information to the clients on revenue collection rules, regulations, policies, and laws, explain legal obligations and penalties to debtors for non-payment of debt owed, client requests management.
Name and address of employer	Mellon Financial Products Support S.A.
Type of business or sector	Debt Management and collection services

Dates July 2007- August 2007
 Occupation or position held **Finance officer (internship)**
 Main activities and responsibilities Assist with preparation of the budget, process invoices, ensure transactions are properly recorded and entered into the computerized accounting system.
 Name and address of employer Public Power Corporation S.A., Facilities & real estate services dept.
 Type of business or sector Electricity supply company, Public sector

Dates July 2006- August 2006
 Occupation or position held **Purchasing-receiving agent (internship)**
 Main activities and responsibilities Place purchase orders for needed supplies/food and beverage, schedule delivery of items, verify receipt of items by comparing items received to items ordered, inspect incoming freight for damage, match receiving invoices to authorized P.O.'s and review accuracy of charges, organize and maintain all vendor contract files, renew vendors' contracts and other subscriptions.
 Name and address of employer Ionian Hotel Enterprises S.A. (Hilton Athens)
 Type of business or sector Tourism industry

Education and training

Dates September 2003- September 2008
 Title of qualification awarded Diploma in Business Administration
 Name and type of organisation providing education and training University of Piraeus

Personal skills and competences

Mother tongue(s) Greek

Other language(s)

Self-assessment

European level ()*

English

Spanish

Japanese

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user

(*) [Common European Framework of Reference for Languages](#)

English: Cambridge English Proficiency Certificate (CPE) (2001)

Spanish: Diploma de Español como Lengua Extranjera, Ministerio de Educación y Ciencia, Nivel Superior (2007)

Japanese: Japanese-Language Proficiency Test, Japan Foundation and Japan Educational Exchanges and Services, N5 (2010)

Computer skills and competences -Very good command of Microsoft Office™ tools: Word™, Excel™ (Macro, SortData, PivotTable, etc), PowerPoint™
-Internet
Enterprise Resource Planning Systems (ERP):
-SingularLogic Prime
-Eurofasma
-SoftOne
-MICROS-Fidelio
-One Touch Retail

Other skills and competences Responsibility in voluntary organizations.

Seminars -September 2011-January 2012 Accounting Business Seminars: Greek Accounting Standards, overview and implementation of VAT in Greece, Taxation, Year End Account Procedures

-2009 Law and international economic crisis

-2007 E-Business: the future of Services Sector and International Commerce within Globalization

-2006 Strategic Management, Financial issues and International Presence of Greek companies

-2005 Globalization of Greek companies

-2004 Corporate governance, Business Ethics

-2003 Technology: The crucial factor in Strategic Management

Additional information Member of the Economic Chamber of Greece

Recommendation letters are available upon request