

A FEW WORDS ABOUT ME

Spirit of cooperation enriched with positive energy.
Communication skills. Organizational skills. High adaptability. Time management.

Work experience

10/01/2016 – 30/08/2018 – Thessaloniki, Greece

PUBLIC RELATIONS AND RESPONSIBLE COMMUNICATION

PLAISIO COMPUTERS

- Direct interaction with customers to resolve specific difficulties.
- Education of new employees.
- Direct interaction with management.
- Promotion of the company.
- Expansion of clientele.

01/09/2018 – 28/07/2020 – Thessaloniki, Greece

ADMINISTRATIVE RESPONSIBLE

IDROGIOS EDUCATION

- Coordination of daily responsibilities and organization of daily agenda.
- Archiving - Electronic Document Archiving.
- Management of payments, fund and other liabilities of the business.
- General secretary support duties.
- Call center and e-mail management.

01/12/2020 currently – Thessaloniki, Greece

Scientific Associate

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

Education and training

01/09/2020 – 01/12/2021

**postgraduate seminar in special education -
learning difficulties**

University of the Aegean

01/09/2019 – 30/01/2020

**BRILLE GRADUATE - METHOD OF READING AND WRITING
IN PEOPLE WITH VISION PROBLEMS**

Panhellenic Association of the Blind

01/09/2011 – 30/07/2015

**Diploma in Pedagogical Department of Preschool
Education**

University of Thessaly

Personal skills and competences

Mother tongue(s): Greek

Other language(s):
English

Listening
C2

Reading
C2

Writing
C2

Speaking
C2

Computer skills and competences

Outlook / EXCEL / MICROSOFT OFFICE / INTERNET / POWERPOINT /
Microsoft Windows / WORD / Emails / Microsoft Office (Word Excel
Access PowerPoint VBA) / Social Media