

## PROFILE

Dedicated, very well organised and self-motivated professional, with innate ability to identify and exploit new business opportunities to further develop progress across an operation. Proactive team player, possess an effective problem-solving mindset to meet deadlines, unfazed by cold calling and performs well under pressure. Very quick learner, easily adapts own skills to new work environments and take on new projects and responsibilities with minimum supervision. I have produced outcomes within an organisation and attuned to the needs of project management, monitoring, conducting reviews, revised budgeting and general administrative work. Possess excellent IT skills that can be adapted to new age administrative and management work ethics and the ability to communicate fluently in French, Greek and Arabic with a working knowledge of Italian.

## SKILLS / ATTRIBUTES

The experience gained through my internships, part of my educational training to gain invaluable work experience and working for different organisations, has helped me equip myself with a versatile range of skills that support administrative work which I thoroughly enjoy. These skills include duties covering mainly administration, project management, managing customers' profiles, bills registration accounting declaration and monitoring work of incomings, the application of business intelligence, strategic advertising communication, media-planning, etc marketing strategy. This is to go with my IT competence and skills covering Office software (Office suite, WinIsis, Genisisweb, IsisAscii, Sphinx); Operating Systems (Windows 95-XP, Linux); Web creation & design: (Dreamweaver, Photoshop, Fireworks, Imageready, Director, Photoshop, Illustrator, Indesign, Computer Graphics); Programming languages (HTML, XHTML, PHP/MySQL, CSS and JavaScript) etc. I would be keen to apply the knowledge and experience gained and play my part in a team with the following attributes:

- Strong communication, presentation and reporting skills with excellent attention to details that enables quality report/reviews presented in an efficient and timely manner
- Innate ability to build and maintain excellent working relationships with both internal and external customers with a view to manage a wide range of tasks complementing project deliveries
- Disciplined working quality standards of adhering firmly and in line with professional guidelines to ensure audits are undertaken within agreed budgets and timescales across a range of functions and business units
- Excellent ability and good experience to operate within multifunctional and fast-changing business environments, with prerequisite skills in implementing modern working practices and making significant contributions to an organization
- Capacity to quickly adapt knowledge and experience to contribute to the delivery of high quality internal audits and efficient reviews of company's systems and procedures

## EXPERIENCE

**Pancentric Digital** - London, UK

**From January 2008**

**E-Marketing responsible:** Supervision of major campaigns for flagship clients such as AxA Insurance, Allianz Insurance, Burger King UK, Ricoh UK, BOC, Royalsun Insurance. In charge of clients's training on the Email marketing tool Enabler.

**Careerjet Ltd** - London, UK

**Mars to September 2007**

**E-Marketing assistant:** Implementation French and English databases to improve the precision of the search engines as careerjet.co.uk, optioncarriere.com, careerjet.ca, careerjet.com. Translations French-English / English-French.

**Centre Mosellan des Droits de l'Homme** - Metz, France

**Mars to June 2005**

**Web Designer / Programmer:** Drafting of the book of specifications, definition of the data structure, creation of the corporate style, graphic integration, installation of the navigation, creation of a back office allowing the update of the data by the members of the association, the selection of the best host adapted to the needs of the association, referencing and positioning in the directories and search engines.

## EDUCATION

**2006/2007:** Master (MSC) in Business Intelligence with honours  
Institute of MEDIA Engineering - SUD Toulon - Var University

**2005/2006:** Master (MA) in Information, Communication & Society  
University Paul Verlaine - Metz & National Kapodistrian University of Athens

**2004/2005:** BA in Information & Communication  
IUP Infocom Lorraine (communication, marketing, multimédia)

**2001/2003:** Higher National Degree in Services & Communication Network  
IUT SRC Saint Raphaël (Web creation, programming, design, 3D)

**2001:** A Level specialized in Accounting  
Secondary school Les Coteaux - Cannes

## LANGAGES AND COMPUTING KNOWLEDGE

**Softwares:** Office suite, Dreamweaver, Photoshop, Imageready, Fireworks, Illustrator, indesign.

**Programming languages:** HTML, PHP/MySQL, C++ ;

**Operating systems:** Windows (95, 98, 2000, XP), Linux ;

**Database softwares:** WinIsis, Genisisweb, IsisAscii.

**Languages:** English (fluent) ; Greek (intermediate) – lived 10 month in Athens ;  
Italian (intermediate)

## MISCELLANEOUS

**c2i** (Computing and Internet Certification) - level 1

**Travel:** Greece, Mexico, Spain.

Creation and administration of the Beautepouelle.com e-commerce Website