



Margarita Tsirmpa

Address: Agiou Eleftheriou 127, 18541, Piraeus, Greece

Email address: margarita.trb@gmail.com **Phone number:** (+30) 6938748050

Gender: Female **Date of birth:** 12/01/1999 **Nationality:** Greek

WORK EXPERIENCE

[07/2018 – 01/2019] **Secretary**

Dionysios Tsirmpas, electrical engineer

City: Piraeus

Country: Greece

Main activities and responsibilities:

My duties included answering phone calls and e-mails, organizing documents, arranging appointments, answering frequently asked questions, and customer service.

[06/2019 – 10/2019] **Volunteer**

THE SMILE OF THE CHILD

City: Athens

Country: Greece

Main activities and responsibilities:

In small groups (2-5 people) we offered creative activities to patients of Agia Sofia and Aglaia Kyriakou children's hospitals. My responsibilities included first consulting with the hospital staff about which rooms we could visit and talking to the parents to get their consent. Still, proper time management was very important as we had to visit many rooms in a limited time.

[05/2021 – 09/2021] **Waitress at a reception catering**

Stefanos Diamontopoulos, Pastry Chef, Le Votre Piree

City: Piraeus

Country: Greece

Main activities and responsibilities:

Among other things, my duties were to count and load the products and items that had been requested for each event, to set up the buffet, to serve the attendees, as well as to collect and return the items to the store.

[10/2021 – 05/2022] **Student Assistant**

Mediterranean College

City: Athens

Country: Greece

Main activities and responsibilities:

Part of my responsibilities as a student assistant is to help the staff in the student affairs office with the organization of clubs and societies, maintaining student online files, communicating with students and resolving their questions, assisting in the organization of events such as the graduation ceremony and many more.

EDUCATION AND TRAINING

[09/2014 – 05/2017] **High school graduate**

Zanneio Experimental High School <http://zanneiolykeio.gr/>

Address: Kolokotroni 6, 18531, Piraeus, Greece

Final grade: 18,3

[09/2017 – Current] **History and Archeology undergraduate student**

Univercity of Crete

Address: Rethymno, Greece

[01/2019 – 05/2022] **Psychology Undergraduate student**

University of Derby <https://www.derby.ac.uk/undergraduate/psychology-courses/psychology-bsc-hons/>

Address: Derby, United Kingdom

LANGUAGE SKILLS

Mother tongue(s): Greek

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

DIGITAL SKILLS

IBM SPSS Statistics (experienced knowledge) | Microsoft Office (Word, Excel, Power Point, Access, Outlook) | Google suite (Gmail Google Drive Google Slide Google Docs Google Sheets Google Forms Google) | Social Media (Facebook Instagram Youtube)