# Anna Chytiroglou

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PROFILE

I’m a final year Business Administration undergraduate student, currently aiming to gain work experience in the luxury hospitality industry. Given the opportunity, I’d like to put my knowledge into practice, as well as broaden my skills through a possible internship, or job experience. I have a high understanding of marketing techniques and business administration methods. I’m goal oriented, with a high ability to self-motivate and demonstrable multi-tasking and cooperative skills in multidisciplinary settings. Following such an experience I intend to continue my academic training pursuing a master’s degree at a hospitality institute abroad.

EDUCATION

**University of Macedonia,Thessaloniki GR| Sep 2017- present**

Bachelor of Business Administration (BBA) | Specialisation: Marketing and Operations Management

Final Year Project: The corporate organisation in the retail sector in Greece. The case of LIDL Hellas and AB VASILOPOULOS”: A Business Analysis.

**Hellenic College of Thessaloniki, GR | September 2014-June 2017/**

High school diploma (19.9/10)

WORK EXPERIENCE

**Head Coach | AEN Panorama Volleyball Club, GR | Jun 2017- Sep 2021**

Management of assistant coaches | Organisation of team building events | Registration of athletes | Organisation of the training schedule | Liaising with parents

**Marketing and Events Organiser | AEN Panorama Volleyball Club, GR | Jun 2019- Sep 2021**

Public relations and communication | Event promotion on Social Media | Managing mailing lists to ensure event success | Track complaints and events issues and follow up to ensure resolution.

**Project Leader | Development of an Export Business Plan from the Greek to the Bulgarian Market: A Case Study | Jun 2021**

Analysis of business models | Data collection and analysis | Identification and selection of the best marketing techniques | Allocation of group responsibilities | Communication with companies | Arrangement of meetings | Preparation and conduct of interviews.

**Sales Promoter | PromoAction, Thessaloniki GR| May 2018**

Identification of supply needs | Responsible for making contact with potential customers in order to fuel future sales | Achieved sales goals and service performance requirements | Use of effective communication and listening skills to ensure customer satisfaction.

**Sales Associate | Greenland, Thessaloniki GR | Sep 2021- January 2022**

Customer service and personal sales | | Management of financial transactions | Documentation of everyday sales and update of monthly sales records | Assist with inventory control.

LANGUAGE SKILLS

English: Native-like Proficiency Greek: Native Language

OTHER SKILLS

**Communication and Interpersonal Skills:** Excellent Verbal and Written Communication Skills, Effective Leadership and Cooperative Capabilities.

**Computer Skills:** Excellent Knowledge of Microsoft Word, PowerPoint, Excel, Basic Knowledge of CRM

**Other:** Advanced Analytical and Problem Solving Skills, High Organisational Skills with the Ability to Manage Multiple Deadlines, Strong Level of Logical Thinking and Attention to Detail, Highly Skilled in Public Speaking and Presentations, Excellent Time Management Skills

DISTINCTIONS

1st place in the U19 National Volleyball Championship, GR | Mar 2016

1st place in the U17 National Volleyball Championship, GR | May 2015

3rd place in the U19 National Volleyball Championship, GR | Mar 2015

Honourable Mention in Oral Interpretation of Literature, PFA Tournament, GR | Mar 2014

INTERESTS & EXTRACURRICULAR ACTIVITIES

Volunteer, Institution for Disabled People “K.E.P.Ε.P Agios Dimitrios” | 2015-Present

Actor, Local Theater Group| 2017-2019