

ANASTASIA DIMITRIOU

Adjudicator - Customer Service Representative

Athens, Greece tel. 0030 6975304430
an.dimitriougr@gmail.com LinkedIn: anastasia-dimitriou

education

2008-2015

BACHELOR OF ECONOMICS SCIENCE

National and Kapodistrian University of Athens
Degree: 6,58

scholarships

Live In Green 11/03/2018 - 19/03/2018
Loutraki / Greece

Empathy as a tool of Social Development
18/10/2017 - 25/10/2018 ■ Kineta / Greece

Independent Friends Go Archipelago
06/08/2017 - 13/08/2017 ■ Nagu / Finland

Think it Change it 07/08/2016 - 13/08/2016
Istanbul / Turkey

Social Startups for Entrepreneurship
13/01/2015 - 20/01/2015 ■ Ciampino / Italy

skills

Languages

GREEK - native
ENGLISH - proficiency
GERMAN - A1

Software

MS Office - EXCELLENT
(Word, Excel, PPT, Access)

Python
R, MathLab
I-Series

Working skills

Organization, Positive, Quick Lerner, Flexibility,
Patience, Effectiveness, Conflict Resolution,
Team worker, Ability to work under pressure,
Time Management

volunteering

- Volunteer Athens Digital Festival
(Supervisor in Entrance & Exhibition)
- Volunteer Special Olympics Hellas
- Volunteer in Special Olympics Athens 2011

job experience

07/2019 - Present

ALLIANZ - Back Office, Organizing Support, Adjudicator
Software I-Series / Quick and effective service in organizing and adjudicating /
Customer settlement / Direct billing arrangement / Knowledge of medical insurance
contracts

02/2018 - 05/2019

OPAP PLAY - Customer Service, Cashier, Secretarial Support,
Technical Support
Software iLink & Easitrax / Quick and effective service
Technical support / Customer counselling

12/2015 - 12/2017

c- Friends - Customer Service, Chef, Cashier

06/2017 - 10/2017

New Productions - Secretarial Support, HR

04/2017 - 05/2017

Odysseas Hotel/ Cultural Park Kerateas - Reception, Booking,
Secretarial Support, Accounting, HR
Software Le Petit

11/2016

H&M - Pickup Management, Organization of Goods
Time Management

07/2015 - 10/2015

Hotel Eleni Beach - Customer Service, Cashier

01/2015 - 03/2015

HELLENIC POST OFFICE - Customer Service, Cashier, Data Entry,
Receive and Send Mail

06/2014 - 08/2014

The Ranch(Summer Camp) - Supervisor/Leader in a kids group

02/2014 - 05/2014

GENIKI BANK (PIRAEUS BANK) - Internship: Customer Service,
Administrative Support, Data Entry, Secretarial Support

workshops

07/2018

Tech Talent School - Microsoft Office & LinkedIn Training

06/2018

YOUTH EMPOWERED - Personal Skills / Business Skills

4th Economic Conference

2010

3rd Economic Conference

2009

Economic Conference

2009