

CATHERINE COSTOPOULOU

MARKETING, SOCIAL MEDIA MANAGEMENT, CONTENT
CREATION, BUSINESS MANAGEMENT & ADMINISTRATION

DETAILS

PHONE

+30 694 48 95 009

EMAIL

ccostopoulou@gmail.com

SKILLS

Communication



Customer Service



Creativity



Resourcefulness



Leadership and
Management



Adaptability



Highly Motivated



LANGUAGES

Greek



English



HOBBIES

Singing, DIY crafting &
painting, Cooking, CrossFit
training

PROFILE

Highly motivated with strong communication skills due to years of experience in the hospitality industry. A focused and versatile professional with undeniable talents in customer service, recruitment, and engagement of clients. Works great under pressure.

EMPLOYMENT HISTORY

Waitress/Bartender/Cuisine Attendant, Lola Cafe Bar

Athens, Greece

Sep 2019 — Present

- Made deliveries with the use of a Profesional Digital Assistant (PDA)
- Made food as displayed on the menu, poured drinks & served cocktails
- Completed cash transactions; cash & POS
- Welcomed clients & guests; offered quality customer service to reassure customer retention

Barista, Bread Factory Franchise

Athens, Greece

Jun 2019 — Sep 2019

- Took orders from clients
- Offered quality coffee drinks, beverages & ice-cream goods

Waitress/Barista/Bartender, Mirador Café

Athens, Greece

May 2017 — Jun 2019

- In charge of the social media accounts, designed promotional posters for events
- Took care of deliveries in accordance with storage quantities
- Took orders restaurant-style
- Offered coffee beverages, poured drinks, served cocktails & provided snacks
- Completed cash transactions; cash & POS

EDUCATION

BEC on Business Management & Administration, Omiros Educational Group

Athens, Greece

Sep 2018 — May 2020

- Essay on Social Media: History, Categorization based on Functionality, Corporate Use & Societal Influence; nominated as a Thesis Topic
- In-House Seminars on Marketing & Business Administration
- Courses on Logistics & Corporate Law: ERP Certification acquired

High School Diploma, 1st General Lyceum of Aghia Paraskevi

Athens, Greece

Sep 2014 — Jun 2017

- Emphasis on Mathematics & Physics
- Organization of a School Excursion to the National Observatory of Athens in Pendeli as an Official Member
- Elective on Freehand Drawing

REMARKABLE ACTIVITIES

The Voice Greece 2022

Athens, Greece

Jun 2021 — Sep 2021

Contestant for the Live-Shows

Studio Vocalis

Athens, Greece

Jan 2020 — Mar 2020

Took professional singing lessons

National Observatory of Athens

Athens, Greece

May 2016 — May 2016

Facilitated and organized a school excursion to the Pendeli branch

REFERENCES

References available upon request