



Kalliopi Gianni

Date of birth: 22/05/1996

Nationality: Greek

Gender: Female

CONTACT



Panagou 7,
11363 Athens, Greece



popi_gianni3@hotmail.com



(+30) 6955257958

(+30) 2108641581

WORK EXPERIENCE

20/09/2020 – CURRENT – Athens, Greece

Back office specialist

Gallant AE

Conducting research and analyzing data

Compiling and distributing financial and statistical information

Writing and proofreading creative copy

Monitoring performance

Performing a broad range of administrative duties

Assisting executive in everyday tasks (research)

Providing administrative support (reports)

Maintaining files and folders (route mail)

Contributing to the smooth cooperation of key stakeholders

Contributing to customer service

04/11/2019 – 25/02/2020 – Ornos, Mykonos Island, Greece

Sales and Marketing Assistant

Mykonos & Aegean Islands Promo

Participating in exhibitions for promotional reasons

Contributing to customer service

Conducting research and analyzing data to identify and define audiences

Developing strategies for internal marketing

Scheduling promotional activities

Creating promotional material

Purchasing marketing material

Managing campaigns on social media

Contributing to the smooth cooperation of key stakeholders

03/10/2018 – 20/10/2019 – Athens, Greece

Personal Administrative Assistant

Creative Escape Agents

Performing a broad range of administrative duties for the CEO

Assisting executive in everyday tasks (research)

Providing administrative support (reports)

Maintaining files and folders (route mail)

Contributing to the smooth cooperation of key stakeholders

05/05/2016 – 07/07/2018 – Athens, Greece

Secretarial assistant

iForce Communications

Contributing to customer service

Performing a broad range of administrative duties

Assisting executive in everyday tasks (research)

Providing administrative support (reports)

Maintaining files and folders (route mail)

Contributing to the smooth cooperation of key stakeholders

Maintaining supplies
Researching supplies

18/05/2014 – 03/09/2014 – Eresos, Lesvos Island, Greece

Bar staff

Eleftheria Studio Apartments

Mixing, garnishing and serving alcoholic and non-alcoholic drinks according to company specifications.

Helping guests choose menu items or guiding them through drink options.

Taking orders and making guests feel taken care of during their time at the pool bar or during a specific event.

Verifying the identification and age of customers

Accepting payment from customers

Cleaning glasses and bar utensils

Balancing cash receipts to record sales.

EDUCATION AND TRAINING

15/10/2015 – CURRENT – Athens, Greece

Bachelor in Political Science and Public Administration, majoring in Public Administration

National And Kapodistrian University of Athens

<https://www.pspa.uoa.gr>

15/10/2020 – CURRENT – Athens, Greece

Bachelor in Tourism and Hospitality Management

IEK ALFA

2018 – 2018 – Athens, Greece

Certificate for Web Designing

TUV NORD

<https://www.tuv-nord.com/gr/el/home/>

DIGITAL SKILLS

Microsoft Office / Microsoft Word / Microsoft Powerpoint / Microsoft Excel / Outlook / Google Docs / Social Media

Skills that I have acquired through a combination of practice and hard work

Good listener and communicator / Written and Verbal skills / Team-work oriented / Analytical skills / Reliability / Organizational and planning skills / Critical thinking / Responsibility / Research and analytical skills

LANGUAGE SKILLS

MOTHER TONGUE(S): Greek

OTHER LANGUAGE(S):

English

Listening
C2

Reading
C2

**Spoken
production**
C2

**Spoken
interaction**
C2

Writing
C2

Spanish

Listening
B1

Reading
B1

**Spoken
production**
B1

**Spoken
interaction**
B1

Writing
B1

German

Listening
A1

Reading
A1

**Spoken
production**
A1

**Spoken
interaction**
A1

Writing
A1
