**Maria Simatou**



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WORK EXPERIENCE

20/11/2017 – Present Commercial & Project Manager Assistant  
Reds S.A. - Member of Ellaktor Group, Athens

Prepare daily reports concerning Smart Park stores’ footfall.

Assist commercial and project management activities to promote and enhance Smart Park market audience.

Monitor contracts and insurance policies with park tenants.

Support accounting department.

04/01/2016 – 31/10/2017 General Manager & Commercial Collaborator

Athens Metropolitan Expo, Athens

Collaborate with Organizers and provide reports for exhibitions, events & conference best practices.

Provide guidance and assistance to organizers for the successful planning and execution of event/trade show.

Manage exhibition centre’s Social Media site (Facebook) & digital newsletters.

Coordinate meetings & appointments.

01/04/2014 – 01/12/2015 CEO & Marketing Manager Assistant

Rodos Palace Luxury Convention Resort, Rhodes

Organize and host customers for best experience of the hotel infrastructure and events.

Assist hotel's promotional activities to attract conferences, weddings, parties.

Collaborations with travel agents to prepare annual contracts.

03/01/2011 – 13/12/2013 Marketing & Public Relations Associate  
 Friendship Dental Lab, Inc., Baltimore, MD, USA

Provide assistance for the development and distribution of PR materials (publicity brochures, newsletters, promotional videos) to target existing and future clientele.

Manage PR events, including but not limited to, presentations and social events.

Strong communication skills and networking with clients and media environments, by interpersonal skills.

01/09/2010 – 20/12/2011 Sales Promoter

Vodafone, Athens

Promotion of tailor made products/services, to different client target groups.

01/09/2008 – 20/12/2010 Assistant to After Sales & Technical Director of Public Sector

AutoOne Syngelidis Group of Companies, Athens

Gather and prepare documents for public procurement tenders’ submission.

Cooperation with Legal department, for tenders, background checks and case-by-case studies.

EDUCATION

01/01/2005 – 30/06/2007 Master in Business Administration (M.B.A.)

University of Birmingham, Birmingham (U.K.)

An indicative list of topics processed via my MBA Degree are the following:

* Business Communications, Public Relations, Reputation, Crisis Management, Strategic Analysis of Business.
* Marketing Concepts and Practice. Finance for Managers, International Business Experience.

02/09/2000 – 26/06/2004 Bachelor of Marketing Management

The American College of Greece (Deree), Athens (Greece)

An indicative list of topics processed via my Bachelor Degree are the following:

* Sales Management, Business Marketing, International Marketing, Marketing of Services, Sales Promotion Management, Accounting, Economics.
* Public Relations Advertising Campaigns and Media Planning, Internet Marketing, Direct Marketing, Consumer Behaviour.

02/10/2000 – 04/06/2004 Bachelor of Social Theology and the Study of Religion

National and Kapodistrian University of Athens

An indicative list of topics processed via my Bachelor Degree are the following:

* Studies of the following religions: Christianity/Judaism/Hinduism/Buddhism.
* History of Philosophy Human Science like Psychology and Orthodox Civilization, Sociology, Ethics of Religions, Ecclesiastic Law, Counselling Psychology.

PERSONAL SKILLS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Native tongue | Greek | | | | |
|  |  | | | | |
| Other language | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English | C1/2 | C1/2 | C1/2 | C1/2 | C1/2 |
|  |  | | | | |
|  | Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user | | | | |
| Communication Skills | Organizational, Goal driven, team player & creative thinker, passionate to achieve results, ethical and loyal, methodical with analytical skills | | | | |
| Computer skills | Good command of Microsoft Office™ tools (Word, Excel, PowerPoint, Outlook), SAP | | | | |
| Driving License | B private vehicle | | | | |

SEMINARS

“Why product & marketing need to collaborate to create digital experiences” [webinar]: by Product-Led Alliance

References available upon request