

## Konstantina Rokaki

**Nationality:** Greek


 (+30) 6989080509

**Date of birth:** 21/01/1994

**Gender:** Female

 **Email address:** [ntinarokakii@yahoo.gr](mailto:ntinarokakii@yahoo.gr)

 **LinkedIn :** <https://www.linkedin.com/in/konstantina-rokaki-3443651b1/>

 **Address:** 11527 Athens (Greece)

### WORK EXPERIENCE

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#### ID Card Officer

**Fraport Greece** [ 04/12/2017 – 20/06/2020 ]

**City:** Chania

**Country:** Greece

I Focused on:

- Development and implementment policies related to ID cards and temporary access cards for staff and vehicles.
- Overseeing the development, enhancement, and management of supporting database systems.
- Maintaining operating policies, procedures, and standards to ensure the provision of quality customer service within the office.
- Monitoring incoming emails and answer or forward as required.
- Maintaining office filing systems.

#### Office Assistant

**Internship at Ministry of Finance in Greece** [ 15/02/2016 – 14/04/2016 ]

**City:** Athens

**Country:** Greece

I was designated to:

- Keeping accurate records
- Preparing balance sheets
- Updating internal systems with financial data
- Assisting with budget preparation
- Implementing financial policies
- Performing general office clerk duties and errands.

## Office Assistant

**Internship at Ministry of Foreign Affairs in Greece** [ 15/07/2014 – 12/09/2014 ]

City: Athens

Country: Greece

My responsibilities was:

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Performing general office clerk duties and errands.
- Maintaining office equipment as needed.
- Creating, maintaining, and entering information into databases.

## EDUCATION AND TRAINING

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### Business Administration

**Technical University of Crete** [ 14/09/2017 – 28/05/2019 ]

Final grade : 7,75/10

Thesis: Environmental Impact of Airports: The case study of Chania Airport

### Vellum Diploma in Basic Economics

**Vellum Global Educational Services** [ 23/08/2017 ]

### Political Science and Public Administration

**National University of Athens** [ 27/09/2012 – 21/03/2017 ]

Final grade : 8,59/10 First class degree

Thesis: Internal Audit of the Public Administration: Bodies Insection and Control. 10/10

## LANGUAGE SKILLS

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Mother tongue(s): **Greek**

Other language(s):

### English

**LISTENING B2 READING B2 WRITING B2**

**SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2**

## DIGITAL SKILLS

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Written and electronic communications / Word Processing (Microsoft Word 2007) / Spreadsheet & Database Software

## DRIVING LICENCE

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**Driving Licence:** B

## CONFERENCES AND SEMINARS

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**Europe in Crisis "and how to get out of it"**

[ Athens, 15/06/2015 ]

## **Challenges for Greece and opportunities for a sustainable future**

[ 05/06/2015 ]

## **The Prime Ministerial leadership in Greece**

[ 15/10/2015 ]

## **Greek Parliament for Students**

[ Athens, 15/03/2019 – 18/03/2019 ]

The Model of the Greek Parliament is the first simulation of the procedures of the Greek Parliament in the country, which young students from every school in the country and abroad take positions of MPs and ministers, discuss issues that concern Greece and decide by voting their own laws.

<http://www.mve.gr/>

## **HONOURS AND AWARDS**

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### **Bodossaki Foundation**

Scholarship for my postgraduate studies [ 10/09/2018 ]

## **VOLUNTEERING**

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### **Christmas Bazaar for the children of ELEPAP**

[ Athens, 10/12/2012 – 11/12/2012 ]

### **Christmas Bazaar for the children of ELEPAP**

[ Athens, 30/11/2013 – 01/12/2013 ]

## **RESEARCH**

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### **Health and quality of life in the financial crisis**

[ 10/10/2014 – 31/01/2015 ]

I conducted a personal interview to complete questionnaires to find any health problems arising from the financial crisis.