

EVANGELINELLIS TAXIARCHIS

Address: Neo Psychiko , 11525 , Athens | **Phone:** +30 698 7759 558

Email: taxiarchisevag@gmail.com | **DOT:** 27/08/1996

SKILL HIGHLIGHTS

Excellent communication and interpersonal skills, multitasking abilities and organizational skills , approachable manner, empathy, friendly nature, accurate working style, reliable, ability to collaborate, cooperative, flexibility, patience, critical and analytical thinking and strong computer literacy.

EXPERIENCE

- **Administrative Officer** (01/2022 – present)
IQ SCHOOLS
- **Sales Representative** (06/2021 – 11/2021)
Wind Hellas Telecommunications Company
- **Human Resources Administrator** (12/2019 – 11/2020)
Hellenic Navy, Naval Helicopter Base
- **Marketing Plan Creator** (01/2017 – 05/2017)
Internship for Melissa Pasta Company
- **Waiter** (05/2018 – 07/2018)
Greek Lounge Café/Restaurant in Riga, Latvia

EDUCATION

- Bachelor of Science : **Department of Economics**, University of Piraeus, Greece (2020)
- European Exchange Program / Erasmus in Riga, Latvia, University of Latvia
- 67th High School of Athens

LANGUAGES

English / C2

CERTIFICATIONS | SEMINARS

- **Digital Marketing** (05/2021 – 01/2022)
Issued by National and Kapodistrian University of Athens
- **Internet Marketing and Online Business** (2020)
- **Google Analytics Seminar** (2017)

VOLUNTARY WORK

Animal Friend Fund Society, Latvia (2018)

SKILLS | INTERESTS

Computer Skills: Microsoft Office, Excel, PowerPoint

More personal skills: Patience, energetic, ambitious, time-management, broad-minded, cooperative, adaptable, honest, reliable, multilevel, high communicative, consistent, service orientation, pressure resistance.

Interests: Gaming, Social Media management, marketing and sale techniques, Game development techniques, Content creation.

Military services fulfilled

REFERENCES AVAILABLE UPON REQUEST

