

### Personal Information

Date & Place of Birth: 25/11/1989, Sparta, Laconia, Greece

Nationality: Greek

- Member of Economic Chamber of Greece (R.N. 0125113)
- Member of IIA Greece (R.N. 2679)
- Registered Instructor of NKUA's Center for lifelong learning and educational programs

### Education

Oct. 2018 – Jul. 2020: MSc in Applied Risk Management – Internal Audit

Department of Economics,

National and Kapodistrian University of Athens

Grade: 8,08/10 (**1<sup>st</sup> of class 2020**)

Oct. 2007- Jun. 2014: B.Sc. in Mathematics

University of Patras

### Professional Experience

**July 2020- present: Project Manager & Internal Audit Services, Ambrus IKE**

*Responsibilities included:*

- ✓ Planning, executing and monitoring projects.
- ✓ Communication with clients.
- ✓ Budgeting and financial controlling.
- ✓ Monitoring budgets' execution.
- ✓ Identifying and controlling risks involved in projects.
- ✓ Follow up with clients.
- ✓ Participating in projects of Internal Audit and GDPR Compliance.

**Aug. 2018- July 2020: Administrator, Educational Programs**

**National and Kapodistrian University of Athens**

Responsibilities included:

- ✓ Scheduling of educational e- learning programs.
- ✓ Communication with external partners and participants.
- ✓ Budgeting and financial controlling.
- ✓ Targeted Promotion and hosting of Social media.
- ✓ Monthly and year-end reconciliation with customers
- ✓ Monitoring customers' payment & trading trends to ensure the company achieves relevant objectives.
- ✓ Preparing and forwarding invoices and credit notes to customer as scheduled

**Jun. 2009 – May 2018: Manager at Family Business- Accommodation Services and Events Hosting**

**Hotel Chrisais, Monemvasia Laconia**

*Responsibilities included:*

- ✓ Managing and monitoring of bookings, extranet system.
- ✓ Accounting and controlling of business' expenses and liabilities.
- ✓ Promotion of packaging offers through social media and website hosting.
- ✓ Communication and meetings with tourism agents and coworkers.
- ✓ Participation in Conferences.

**Skills and Qualifications**

Foreign Languages

---

**English:** Fluent, Certificates of Proficiency of Cambridge and Michigan University

**German:** Good level, Zertifikat 1 of Goethe Institut

**Greek:** Native language

Computer Skills

---

ECDL correspondence, from the Department of Mathematics of the University of Patras.

- Microsoft office, SPSS, Thomson Reuters Eikon.
- Basic programming principles.

**Seminars – Training**

- 14th National Conference on Mathematical Analysis, Department of Mathematics, University of Patras, Patras 2012
- 24th Hellenic Conference on Statistics, Statistics & Ethics-Transparency, Hellenic Statistical Institute, Patras 2014

- Digital Advertising: Search, Display & Social, Grow Greek Tourism Online (Google), Athens 2019
- Institute of Internal Auditors, Greece (IIA Greece) Annual Conference, Megaron, Athens 2019
- Hellenic Investors Association (SED), 18th Investment and Stock Exchange, Teleconference, Athens 2020

## Social and Cultural Activities

Interested in music and live concerts, amateur guitar player.

Travelling, and exploring new scenes and cultures.

Outdoor activities, mountain trekking.

## References

Available on Request.

