

WORK EXPERIENCE

Sep. 2020 to Present

Freelancer

Haymillian – As a freelancer*London-based global media localization and access services company***Responsibilities**

- Closed captioning
- Translation
- Subtitling

Sep. 2018 to Oct. 2019

Chief Administrative Officer

Pharma Essenza – Athens, Greece*Greek-based Pharmaceutical Company***Responsibilities**

- PA to the board of directors.
- Responsible for the Administration of the office and external duties.
- Coordination of external partners (engineers and construction companies).
- Translation of meeting minutes and documents (with the government and various ministries).
- Accounting: weekly financial reports and execution of payments at month's end.
- Scheduling and participation in professional meetings abroad.

Achievements

- Contributed to the successful incorporation of the company in Greece.
- Maintained high organization levels for the company.
- Assisted in the creation of new partnerships for the benefit of the firm.

May 2014 to May 2015

Assistant and Affiliate Manager

Banc de Binary – Tel Aviv, Israel*Israeli financial firm, dedicated to the stock exchange industry***Responsibilities**

- In charge of the back-office of the sales department.
- Organization of the sales representative's workload.
- Creation of the department's end-of-the-day achievement reports.

Achievements

- Helped implement a new software (DIALER) to reassure the efficiency of the department.
- Contributed to reaching the company's sales record from 7million to 10million dollars.

Oct. 2013 to May 2014

Customer Service Representative

Rushmore Marketing – Tel Aviv, Israel*Israeli financial firm, dedicated to the stock exchange industry***Responsibilities**

- Responsible for resolving technical problems.
- Establishing good communication with clients.
- Spanish and Greek translation of daily financial news for the company's website.
- Creation of daily and monthly achievement reports for the department and its representatives.

Achievements

- Contributed to decreasing customer complaints and improving customer service.

June 2010 to Jan. 2013

I SAMOUIL – I PELOSOF – Athens, Greece*Fabric Store – Wholesale/Retail*

Store Manager and Salesperson

Responsibilities

- Maintained good relationships with the suppliers.
- Established relationships with international suppliers to increase availability and bring new products to the market.
- Made daily and monthly payments for employees and suppliers.
- Creation of yearly inventory.

Achievements

- Implemented a new organization method which optimized the arrangement of the store's inventory.
- Implemented new methods which propelled customer care improvement.
- Created efficient marketing strategies which resulted in maximum profit.

EDUCATION AND TRAINING

Degrees

University of Groningen
Groningen, NetherlandsBachelor in European Languages and Cultures
Major in Spanish Linguistics**2015 – 2018**BUAP
Puebla, MexicoCompleted course work in Spanish Linguistics
Completed my BA thesis in Spanish with field research in a Mexican town**2017 – 2018**

Certifications

Greek Universities Network

Beginner's course in Python

Nov 2020 – Dec 2020Reidman College
Tel Aviv, Israel

Course in Alternative Medicine

May 2014 – June 2014

Mother tongue

- Greek

Other language(s)

- English – Proficient
- Spanish – Proficient
- French – Fluent
- Italian – Fluent
- Hebrew – Fluent
- Dutch – Basic

Computer skills

- MS Office (Intermediate level)
- CRM
- Python (Basic)

Attributes

Efficient, organized, proactive, timely, an effective team player, with excellent communication skills, acute sense of prioritizing and effective time management.