

GEORGIOS GKOLTSIOS

Date of Birth: 25/06/2001

Military Service: Completed

74 Alexandrias Street, Thessaloniki, Greece

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PROFILE SUMMARY

Final-year student in Applied Informatics at the University of Macedonia, with strong technical skills in programming languages (Java, C, JavaScript, HTML, PHP, MySQL, Python and Android Studio) and a solid understanding of GDPR compliance. Started my professional experience with an internship that evolved into formal employment, demonstrating reliability and adaptability. I am seeking an entry-level opportunity in a dynamic environment, where I can apply my analytical mindset, technical knowledge, and eagerness to learn to deliver impactful solutions to clients.

EDUCATION**University of Macedonia – Thessaloniki, Greece**

BSc in Applied Informatics

Sep 2019 – Expected Graduation: 2024/2025

PROFESSIONAL EXPERIENCE**Thessaloniki Tourism Organization***Administrative Assistant (initially through Internship)*

Feb 2023 – Oct 2024

- Started as an intern; later transitioned to full contract employment
- Handled and organized documentation and official records
- Responded to material/support requests from internal and external stakeholders
- Welcomed over 50 cruise ships at the Port of Thessaloniki as part of tourism reception activities
- Managed the warehouse and promotional inventory stock

- Maintained and updated the official website (portal) of the Organization which received over 50,000 unique visits, ensuring up-to-date information for tourists and partners.
- Supported daily operations and communication with partner entities

Pre-Election Campaign – Voula Patoulidou (Olympian & Re-elected Candidate)

Digital Content & Campaign Support

Municipal/Regional Elections 2023 & European Elections 2024

- Participated in the planning and implementation of the campaign's communication strategy
 - Managed supporter communications and public relations
 - Managed and updated the candidate's official website, ensuring timely and accurate information dissemination.
 - Participated in the creation and editing of promotional videos for social media platforms (Instagram, TikTok), enhancing digital engagement.
 - Organized and coordinated campaign events and activities
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TECHNICAL SKILLS

- **Programming Languages:** Java, C, JavaScript, Python, PHP
 - **Web Technologies:** HTML, CSS
 - **Databases:** MySQL
 - **Tools & Applications:** MS Office Suite (Word, Excel, PowerPoint, Outlook), Digital Content Creation, Android Studio
 - **Compliance:** Solid knowledge of the General Data Protection Regulation (GDPR)
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LANGUAGES

- **Greek:** Native
 - **English:** Proficient – ESB Lower Certificate (B2)
 - **Spanish:** Beginner
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SEMINARS & CERTIFICATIONS

- *Time Management* – InfinityGreece
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SOFT SKILLS

- Strong team collaboration and communication abilities
 - Responsible, detail-oriented, and well-organized
 - Fast learner, motivated to grow professionally and contribute to business goals
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ACADEMIC PROJECTS

- **Simple Task Manager (Python, SQLite):** Developed a Simple Task Manager using Python and SQLite that allows users to log in, borrow and return books, and manage book inventory. The backend is powered by a MySQL database.
 - **Personal Website Portfolio (HTML, CSS, JavaScript):** Created a responsive personal website to showcase academic and professional background, including sections for About Me, Projects, and Contact. Built with HTML5, styled with CSS3, and interactive elements using vanilla JavaScript.
 - **PhysioAssistant App (Java, Android Studio, PHP, MySQL):** PhysioAssistant is a mobile application designed to help with the management and coordination of physiotherapy services and centers.
 - Collaborated in a team to design and develop this Android application as part of university coursework.
 - **Awarded "Best Team and Application"** for innovative design and robust functionality among all participating teams, demonstrating strong teamwork, problem-solving, and mobile development skills.
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