

IT

IOANNA TRANAKA

ioannatranaka4@gmail.com | +(30) 6946476161 | Kozani, 58 50100

Skills

- Research
- Clerical Support
- Report Preparation
- Social Media Posting
- Image Editing
- Project Support
- Social Media
- English Fluency
- Basic PC knowledge

Experience

DEYA Katerinis | Katerini, Pierias
Internship Student/Account Manager
06/2022 - 10/2023

- Managed customer inquiries via email, phone calls.
- Registered customer account due dates and prepared for shipment.
- Document archiving.
- Served superiors in immediate bureaucratic needs

LIMNIDIS AEBE "Funny Bunny" | Kozani, Kozani
Internship Student Marketing Assistant/Toy Associate
04/2022 - 05/2022

- Created content for social media platforms to increase brand awareness.
- Drafted emails, newsletters, press releases, brochures, and other marketing materials.
- Participated in brainstorming sessions to generate ideas for campaigns or initiatives.
- Designed promotional materials including flyers, posters, banners.
- Managed customer inquiries via email & phone calls.
- Registered products in the e-shop, including features and pictures, so they can appear on intermediary sites as well.

"Mezura" | Paxos, Corfu
Retail Salesperson
05/2023 - 08/2023

- Maintained a clean, organized inventory and curated displays of rotating seasonal clothing and accessories.
- Anticipated customer needs and provided them with high quality service while uploading brand standards and values to ensure customer satisfaction.
- Happily guided customers through the process of successfully finding their ideal styles.
- Actively stay informed about latest sales offerings and loyalty programs.

"Irida" Beauty Shop Paxos | Paxos, Corfu
Salesperson
06/2021 - 09/2021

- Gathered data on competitors' pricing, products, and promotional activities.
- Analyzed customer feedback to identify areas of improvement in product offerings.
- Memorized over 20 brands & advised customers on the latest product features and benefits.
- Sparked social conversations with customers to provide friendly atmosphere and smooth shopping experience.

Education and Training

University of Western Macedonia | Kozani

Bachelor of Business Administrative Science And Technology in Administrative Science And Technology

Expected in 12/2023

(IEK) ALFA of Thessaloniki | Thessaloniki

Seminar in Digital Marketing

06/2019

1o General Highschool of Eginio | Eginio Pierias

High School Diploma

06/2017

Certifications

- Seminar on "Digital Marketing" (IEK) ALFA of Thessaloniki

Websites, Portfolios, Profiles

- https://www.linkedin.com/me?trk=p_mwlite_feed_updates-secondary_nav