





IOANNA TRANAKA

SOCIAL MEDIA MANAGER

CONTACT

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 Thessaloniki, Greece
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SKILLS

- Creativity
- Strategic Thinker
- Analytical Mindset
- Creative Problem Solver
- Adaptability & Flexibility
- Collaboration & Teamwork
- Strong Communication Skills

TECHNICAL SKILLS

- Analytics
- Copywriting
- Graphic Design
- Content Creation
- Project Management

TOOLS

- CRM
- Buffer
- Canva
- Ms Office
- Mailchimp
- Facebook ads
- Instagram ads
- Google Analytics

CERTIFICATIONS

- **ReGeneration Finalist 18th Cycle**
Soft & Business Skills Training
03/2024
- **(IEK) ALFA of Thessaloniki**
Digital Marketing"
02/2019 - 06/2019

LANGUAGE

- Greek : Native
- English: Fluent

SUMMARY

Recent graduate with a passion for social media and creative content. Experienced in managing social platforms for local shops in Paxos. Ready to start my journey as a social media manager.

EXPERIENCE

"NOVA" ,Teleraise
Telesales Agent
01/2024 - present

- Proficient in CRM and checkpoint tools for assessing client internet availability.
- Engaged with 250-300 customers daily, promoting diverse mobile, landline, internet, and TV services.
- Conducted thorough research to tailor program recommendations for maximum client benefit.

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

- Created content for social media platforms to increase brand awareness.
- Participated in brainstorming sessions to generate ideas for campaigns or initiatives.
- Designed promotional materials including flyers, posters, banners.

"Irida" Beauty Shop Paxos
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.

EDUCATION

University of Western Macedonia | Kozani
Bachelor of Business Administrative Science And Technology in Administrative Science & Technology

12/2023

1o General Highschool of Eginio | Eginio Pierias
High School Diploma

06/2017