



STEFANOS LEVENTIS

FREELANCE SOCIAL MEDIA MANAGER

PROFILE SUMMARY:

I have 7 years of experience in sales and data analysis. During my career I have:

- Created a VBA-based application in Excel, that eliminated the mistakes of the sales department and increased the success rates of campaigns
- Used CRM data to create targeted orders for customers
- Coordinated the daily operations of the sales department

SKILLS:

- Excellent knowledge of Microsoft Office, especially Excel (Pivot tables, VBA coding)
- Strong analytical & problem solving skills
- Basic knowledge of Digital Marketing tools
- Google Digital Marketing Fundamentals Certification
- Google Digital Sales Certification
- Google Analytics Individual Qualification
- Basic knowledge of HTML, CSS, Python, Javascript
- HTML and Javascript Basics, University of Athens Certificate

LANGUAGES

- English (C2 Level, Proficiency Certificate)
- Spanish (B1 Level, No Certificate)

CONTACT INFORMATION:

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WORK EXPERIENCE:

FREELANCE SOCIAL MEDIA MANAGER

Freelancer | 5/2019-8/2019

- Managed the social media accounts of small businesses in food and drink industry

SALES COORDINATOR

Enalios - Oceanos Publications | 6/2017-2/2019

- Maintained the company's CRM in order to provide useful data
- Used data to create orders according to the customers' needs
- Coordinated the daily operations of the sales department in order to maximize the productivity of the sales team

REPORTING OFFICER

Cosmote E-Value S.A. (OTE Group) | 8/2012-5/2017

- Created reports about the sales teams performance
- Analyzed the success rates of the sales campaigns
- Created a custom Excel VBA Application that could automatically detect errors in data entries of the sales department

FREELANCE TRANSLATOR (ENGLISH TO GREEK)

Enalios-Oceanos Publications | 9/2009-9/2011

- Fiction and non-fiction books translation and proofreading

ACADEMIC BACKGROUND:

DIGITAL MARKETING E-LEARNING COURSE

University of Athens | 1/2019-7/2019

DENTAL TECHNICIAN - BACHELOR'S DEGREE

Technological Educational Institute of Athens | 2004-2009

AWARDS:

OTE YOUNGROW INTERNAL TALENT PROGRAM 2015

Reached the top 20 among approximately 700 participants