Michail Angelopoulos

Rotterdam, Netherlands

Email: michail.angelopoulos.net@gmail.com

Languages: Greek (native), English (basic understanding), Dutch (basic understanding), German (basic understanding)

PROFILE SUMMARY

Self-taught digital operator with strong experience in remote administration, document organisation, email communication, data workflows, and AI-assisted task automation. Skilled in structuring information, creating digital pipelines, troubleshooting PC/software issues, and using modern AI tools for content and process optimisation. Independent, organised, and comfortable following written procedures with high accuracy.

CORE SKILLS

• Remote administration and office support • Document management, sorting, tagging, archiving • Python automation and file-processing workflows • HTML-based dashboard generation • Data entry, spreadsheets, CSV handling • Basic IT troubleshooting (Windows, browsers, file systems) • AI tools: Midjourney, Tensor.art WAN, CapCut, prompt workflows • Style guide creation and AI media pipeline design • Project tracking, report writing, timeline management

PROJECT EXPERIENCE

Evidence Engine (Python Automation)

A fully structured document-processing pipeline built for HR/UWV communication. Features include ingestion, cleaning, indexing, summarising, PDF handling, and generation of a full HTML dashboard. Demonstrates skills in automation, file organisation, and reporting workflows.

AI NOVA – Modular AI Tooling Framework

Multi-backend AI command-line system with modules for summarisation, dataset tools, scraping, ethics checks, polling and model integration. Built with a modular Python architecture (commands/, utils/, backends/).

STAHN Media Tools – Generative AI Workflows

A collection of cinematic AI workflows, prompts, style guides and media tools. Experience includes MJ V7 image pipelines, WAN Img2Video workflows, CapCut editing, and creation of style bibles for consistent visual output.

DETAILED TECHNICAL SKILLS

• Python: scripting, modular architecture, automation, data cleaning • PowerShell: basic automation and folder workflows • HTML/CSS: static site structure, dashboard generation • AI APIs: conceptual understanding of OpenAI/HuggingFace usage • File infrastructure: large multi-level folder systems, backups, versioning • Cloud systems: Google Drive, shared folder coordination • Media: video editing (CapCut), audio balance, exports, rendering workflows • Generative AI: prompt engineering, style consistency control

WORK EXPERIENCE

Courier / Last-Mile Specialist – Thuisbezorgd/Scoober (2022–2025)

Responsible for on-time deliveries, customer communication, navigation and operational accuracy. Developed strong discipline, focus, and real-time problem-solving. Maintained consistent performance under pressure and strict time constraints. Provided accurate reporting and coordination with support teams.

ADDITIONAL PERSONAL PROJECTS

• Built structured evidence packs for HR and legal documentation • Designed multi-level archive systems for long-term information tracking • Created AI-assisted workflows for content production and document automation • Managed large volumes of screenshots, assets, prompts and media sequences • Developed consistent practices for versioning, backups and pipeline management

EDUCATION

Self-taught in technology from age 15. Hands-on learning across PC systems, automation tools, AI platforms and digital workflows. Continuous improvement through experimentation and project-based learning.

REFERENCES

Available upon request.