

## ● CAREER PROFILE

Combine my organizational, communication skills along with my newly acquired IT skills in order to pursue a career in the IT field.



## Georgia Apostolopoulou

Final Year Student -  
Department of Informatics

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🌐 p09apos.github.io/online-  
cv/ (http://p09apos.github.io/  
online-cv/)

🔄 p09apos (http://  
github.com/p09apos)

📄 CV PDF (pdf/cv.pdf)

## EDUCATION

### MSc in Library & Archives Science

Ionian University - Department  
of Archives, Library Science and  
Museology  
2003 - 2005

### BSc in Library & Archives Science

Ionian University - Department  
of Archives, Library Science and  
Museology  
1998 - 2003

## LANGUAGES

Greek (Native)

English (Professional)

# ● EXPERIENCES

Secretary 2005 - Present  
Ionian University - Department of Audio  
& Visual Arts

Co-ordinate and provide secretarial and administrative support to the Head of Department:

- Effectively handle highly confidential information using tact and discretion
- Support to document and electronic document management
- Actioning correspondence and calls on behalf of the Head of Department -prioritise and respond to enquiries by letter, telephone and email, directing them as appropriate
- Prepare correspondence on behalf of the Head of Department, including the drafting of general replies
- Co-ordination of travel itineraries, meetings, conference calls, preparing documentation for trips overseas -ensuring arrangements are effectively managed and troubleshooting problems
- Processing expenses claims
- Diary administration
- Other administrative support as required to ensure the effective operations of the Departmental office

Librarian 2003 - 2005  
Central Library - Ionian University

In charge of collecting, organizing, and issuing library resources such as books, films, and audio files. Other duties include issuing resources, cataloging books, and conducting regular audits.

