Theodoros Kanellopoulos

Curriculum Vitae

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Experience

Vocational

IT Manager, *REALGROUP S.A.*, Athens.   **2008–Present**

RESPONSIBILITIES & ACHIEVEMENTS:

- Controlling and evaluating IT and electronic data operations.
- Led the development team that created the web and mobile user interfaces for www.real.gr.
- Collaborated with the sales,accounting and marketing to launch internal software products on time and within budget.
- Manage information technology and computer systems.
- Plan organize, control and evaluate IT and electronic data operations.
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance
- Design, develop, implement and coordinate systems, policies and procedures.
- Ensure security of data, network access and backup systems.
- Act in alignment with user needs and system functionality to contribute to organizational policyIdentify problematic areas and implement strategic solutions in time.
- Audit systems and assess their outcomes.
- Preserve assets, information security and control structures.
- Handle annual budget and ensure cost effectiveness.
- Maintained and monitored the server room, the wireless network and other server infrastructure.
- Set up staff workstations with PCs, Macs, phones and laptops.
- Delivered on-site IT and AV technical support for 250 staff.

Business Systems Coordinator, *COCA-COLA HELLAS*   **1999–2004**
S.A. (Southeast Region) , Athens.
RESPONSIBILITIES & ACHIEVEMENTS:
○ Direct Report to the Operations & Planning Director (responsible for 20 countries)
○ Cooperate with the bottler (3E) at I.S. Level to link and integrate the relevant systems and sales data.
○ Supervise the application of The Coca-Cola Company standards and best practices to the I.S function and deliver to Management in a useable manner.
○ Analyse the cost benefit ratios of I.S. related issues.
○ Management of I.S. projects.
○ Key role on evaluation/decision making process for H/W,S/W purchases/upgrades.
KEY PROJECTS:
○ SPMSystem Profitability Model
○ InstallationsSet up Infrastructure for newly occupied floor
○ BCP Business Continuity Planning for Year 2000
○ CISComputer Response/Information System
○ Remote Access SystemDesign & Implementetion

MIS Specialist (Direct report to IS Manager),   **1996–1999**
COCA-COLA HELLAS S.A. (Southeast Region) , Athens.
RESPONSIBILITIES & ACHIEVEMENTS:
○ Ensure the uninterrupted flow of the I.S. related operations within the company with downtime to minimum.
○ Manage & Coordinate outsourcing support (H/W,S/W).
○ Lotus Notes Administrator
○ Remote Access Administrator
○ Design and develop new internal S/W applications
○ Communications Administrator
○ LAN/WAN Administrator

IT Administrator / Visual Basic Developer, *Mangos Studios*   **1996**
S.A. (Post Production), Athens.
RESPONSIBILITIES & ACHIEVEMENTS:
○ IT administrator
○ Multimedia Designer/Developer
○ Select & Setup needed infrastructure.
○ Search/Develop new Technologies.

Hardware & Software Technician, *Pansystems S.A. (IBM*   **1996**
Dealer), Athens.
RESPONSIBILITIES & ACHIEVEMENTS:
○ H/W & S/W technician based on IBM systems/platforms.
○ Applications developer.
○ Providing I.S. consulting/support to clients
○ Network installations

Miscellaneous

Freelance Developper.   **2008–Present**
○ Design & Creation of various websites and applications)

Educational Internship at IT Dpt, *BAYER HELLAS AEBBE)*,
Thiva.

Education

ITIL Foundation Certification Training (on process).   **2018**
Online courses C#/.NET MVC/JAVASCRIPT .   **2012-present**
Udemy(300 Hours lessons)
Clipper /D-BaseIII Plus/MS Visual Basic .   **2004–2005**
Computer House (600 Hours lessons)
Microsoft Core courses.   **1999–2000**
MSCEWin 2000Server/Exchange 2000/Migration Strategy from NT4
BSc Electrical Engineering, *Technological Education*   **1985–1989**
Institute of Greece, Chalkida.

Languages

Greek: Native
English: Advanced

Computer Skills

Programming: C#, .NET MVC, Javascript, Html & CSS
CMS: Wordpress, Drupal, News Asset (ATC CMS), i-Box Portal Builder
(ATC CMS)

Soft Skills

- Team player
- Business process improvement
- Requirements gathering
- Risk mitigation and management
- Strategic planning
- Communication skills
- Results-orientated
- Effective multi-tasker
- Project cost planning
- Strategic planning
- Project Management
- Analytical Thinking

Interests

- R/C Models (aeroplanes ,helicopters and drones)
- Web Development
- Football
- Music Instruments

References

Excellent references can be provided upon request.