



## Emmanouela Doudoumi

Human Resources Professional

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Objective: Payroll Assistant, Accounting Assistant, Office Administrator

Highly skilled, creative and tech savvy individual with strong interpersonal skills and team-player personality. A fast learner characterized by adaptability, exceptional organization skills and effectiveness, even under high pressure. Currently seeking to obtain a challenging position in order to gain skills and develop further.

### Education

10/2021-Present	<b>Economic Administration, Computerized Accounting in Tax Offices and Accounting Departments, Public Vocational Institution of Amarousion</b>
2017-2019	<b>MSc in Legal and Administrative Sciences, Public Management and Business Administration (First Class Honours), Panteion University</b> , Senior Thesis: "Human Resources Management in shipping companies and the Manager's contribution to the evolution of the shipping company"
2013-2017	<b>BA in Political Sciences and History (Upper Second-Class Honors), Panteion University</b>

### Experience

1/2021-6/2021	<b>HR Officer, Cook and Grill</b> <ul style="list-style-type: none"> <li>Recruitment coordination (Job descriptions preparation, ads publishing, candidates sourcing and communication, phone/online/in person job interviews conduction and employees' probation scheduling and coordination according to calendar balance, exit interviews)</li> <li>CVs handling, screening and evaluation, digital and physical CV database creation and maintenance and soft and hard copy employees' records gathering and maintenance according to policy and legal requirements</li> <li>HR initiatives, system, policies and effective onboarding plans development and implementation, HR projects participation and HR documents preparation</li> </ul>
12/2018-12/2020	<b>Social Media Content Specialist, Nailed_it.gr</b> Development, execution & implementation of Social Media strategy and Social Media content creation in and page optimization and balance achievement
1/2019-10/2019	<b>Assistant Project Manager, HOPEgenesis NPO</b> <ul style="list-style-type: none"> <li>Job descriptions preparation, ads publishing and new employees training</li> <li>NPO's participants' coordination</li> <li>Social media and newsletter coordination</li> <li>Event coordination and marketing activities support</li> <li>Logistical activities coordination (update records with statistical, financial and non-financial information)</li> </ul>
5/2018-11/2018	<b>Event Coordinator, Panteion University of Social and Political Sciences, 1<sup>st</sup> Panhellenic Conference of Administrative Sciences, Public Administration Department, Colloquium: "Public Governance-Perspectives and Challenges in 21<sup>st</sup> Century"</b> <ul style="list-style-type: none"> <li>Conference agenda discussion and coordination</li> <li>Conference smooth operation coordination and upcoming problems during the Conference resolution</li> <li>Applicants certification design and check list coordination</li> <li>Administrative and audiovisual support during the Conference coordination</li> <li>Volunteer staff supervision and coordination</li> <li>Exclusive web page and Social Media coordination</li> </ul>
5/2014-5/2016	<b>Customer Service-Cashier, Kokkinos Bakery</b>

### Certifications

### Languages

Annual Program in Counseling and Life Coaching, Aegean University, 2021-2022	Greek, Native
Leadership and Management, CCC, 07/2021	English, Fluent
Workshop in Digital Marketing, Google, 11/2020	Spanish, Good
Labor Law and Payroll, Power Tax Training, EpsilonNet, 3/2020	French, Basic
Human Resources Management, Power Tax Training, 3/2020	
MS Office, 10/2017	