

GEORGIA TSIOTA

OFFICE ASSISTANT

CONTACT

+30 6988919293

georginatsiota@gmail.com

PROFESSIONAL SKILLS

GIS
AutoCAD
MS Office
Systems & Process Management
Project Management
Email & Calendar Management
Written Communication

PERSONAL SKILLS

Communication
Adaptability
Coordination & Organization
Decision making
Problem-solving
Strategic & critical thinking

EDUCATION

Food Science and Nutrition

University of the Aegean

(Expected graduation date 2023)

Freehand Painting Workshop (Freehand Drawing)

Municipal Gallery of Larissa

2003 - 2013

LANGUAGES

Full Professional English
Limited Working Spanish
Elementary Arabic
Native Greek

INTERESTS

Painting, Sports, Theater & Cinema,
Volunteering

PROFILE

Highly motivated and professional Executive Assistant with 2 years of experience providing high-level support to senior executives. Proficient in managing calendars, organizing meetings and events, communicating with internal and external stakeholders. Possesses exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

WORK EXPERIENCE

Event organizer & Bartender

Trypokaridos Cafe-Bar 2022-Present, Athens

- Planning and running successful events
- Creating a welcoming environment for guests
- Organizing the bar area according to requirements

Deputy Manager's Assistant

Ploumis – Sotiropoulos Real Estate Services 2021-2022. Athens

- Communicating with internal and external clients
- Managing correspondence and call center
- Welcoming clients, organizing and scheduling meetings
- Compiling and delivering daily reports

SURVEYOR'S EXECUTIVE ASSISTANT

Technical Company "Menelaos Pantzaras" 2020-2021, Lemnos

- Managing and fully processing applications to the Land Registry
- Familiarity with GIS and AutoCAD programs
- Performing administrative support (reception, call centre and mail management)

CONFERENCES - WORKSHOPS

European Citizens' Learning Mobility Panel: A new phase of citizen engagement

European Commission

March - April 2023, Brussels

Samothrace Open Forum 2019: Sustainable Development through Synergies

Municipality of Samothrace & Aero Iasion Development LTD

June 2019, Samothrace

12th Macedonian Congress of Nutrition & Dietetics

University of Thessaloniki – Department of Nutrition & Dietetics

May 2018, Thessaloniki

From Food Science to Food Industry: a model of cooperation between FHF (Federation of Hellenic Food Industries) and the University of the Aegean

University of the Aegean – Department of Food Science and Nutrition

April 2017, Lemnos