

Evangelia Papadimitriou

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WORKING EXPERIENCE

- 04/2019 – 12/2020 **Sheraton Rhodes Resort, Marriott International** Rhodes, Greece
Social Media Manager
- Create verbal and visual content
 - Handle customer complaints and inquiries
 - Create content calendars
 - Coordinate campaigns and events
- Personal Assistant to General Manager/Chairman of Marriott's International Greece & Cyprus Business Council**
- Handle correspondence/memos
 - Prepare reports and presentations
 - Manage tasks according to specific budget and timelines
 - Arrange appointments
 - Attend meetings and webinars on GM's behalf
 - Coordinate events
- 06/2017 – 03/2019 **Accessorize Greece & Anamnesia Greece** Athens, Greece
Accessorize Greece Operations Coordinator
- Handle correspondence/memos
 - Translate manuals
 - Manage tasks according to specific budget and timelines
 - Evaluate operational performance
 - Provide strategic plans for improvements
 - Arrange appointments
- Anamnesia Greece Customer Support**
- Handle customer inquiries
 - Translate products
 - Handle incoming phone calls/emails
 - Analyze functions to meet company goals
- 09/2015 - 12/2016 **Accessorize Greece** Athens, Greece
Shop Assistant
- Customer Service
 - Cashier
- 05/2014 - 10/2014 **Legends of Greek Mythology Theme Park** Rhodes, Greece
Tour Guide & Timetabling
- Tours in high level English, based on Greek Mythology
 - Tours for large amount of Russian, Chinese, German and English tourists
 - Timetabling tours
- 02/2014 - 04/2014 **Aris Spiliotopoulos's Polling Office** Athens, Greece
Social Media Management
- Content Marketing/Management
 - Content Analyst

EDUCATION

10/2014 - 06/2015	City Unity College in association with the University of Strasbourg Athens, Greece Master in Translation
10/2012 - 06/2014	City Unity College in association with the University of Strasbourg Athens, Greece Bachelor in Translation
10/2011 - 06/2012	Hellenic American Union Athens, Greece Certificate in Translation
09/2007 - 06/2010	Rhodes' 2nd High School (Kazoulio) Rhodes, Greece High School Graduation Certificate

SKILLS

- Social Media, Account Management, Project Management, Organisation, Communication, Customer Care, OPERA, Sprinklr, Marriott International's Guest Voice, Excel, Word, Power Point, Translation, Trados, Subtitle Workshop

LANGUAGES

Greek	Native Speaker
English	Excellent Knowledge
Spanish	A2 Level
Sign Language	A2 Level (Greek)

OTHER ACTIVITIES

Seminars

2012 – 2013	Subtitling
2013	Interpretation
2019	Social Media Marketing Masterclass by SETE

Conferences

10/2014	"Freedom of Expression and Censorship", Rhodes Greece
11/2014	«Το μέλλον των γλωσσικών επαγγελματιών», Athens Greece
11/2015	«Αγγλική νομική γλώσσα και προβλήματα ορολογίας κατά τη μετάφραση προς τα ελληνικά», Athens Greece
09/2017	«Παγκόσμια Ημέρα Μετάφρασης» by μετα φραση, Athens Greece
10/2018	«Προσβασιμότητα & Οπτικοακουστική Μετάφραση» by PEEMPIP, Athens Greece

Other Interests

Member of Ethelon, Travelling, Music, Literature, Volleyball

REFERENCES

Available upon request