

# Dimitris Kontzias

## BI / DATA Analyst & Business Analyst

Enthusiastic Data/Business Analyst, eager to contribute to team success through hard work, attention to detail, excellent organizational skills and critical thinking. Strongly skilled at SQL, Python, Tableau, Power BI, Excel, Google Suite and Social Media Marketing.

Motivated to learn, grow and evolve my skills further in the Data Analytics, BI and BA fields.

## Work History

<b>2013-09 - Present</b>	<b>Office Manager (Full Time)</b> <i>Hellenic Army, Greece</i> <ul style="list-style-type: none"><li>• <b>Personnel Management:</b> Responsible for handling personnel issues and problems, like managing employee time off requests, coordinating medical appointments and more.</li><li>• <b>Technology Management:</b> Oversaw all tech requirements, including computer upgrades and ensuring smooth operation of office technology systems.</li><li>• <b>Office Supplies Management:</b> Managed office supplies inventory, including ordering and restocking of essential items.</li><li>• <b>Product Owner's Advisor:</b> Acted as a trusted advisor by providing insights and recommendations to support decision-making processes.</li><li>• <b>Security Management:</b> Implemented security measures, such as installing antivirus software on computers and implementing policies to restrict access to unauthorized external devices.</li><li>• <b>Mail and Correspondence Management:</b> Effectively managed incoming and outgoing mail, including sorting, distributing, and coordinating responses to ensure timely and accurate communication.</li></ul>
<b>2020-11 - 2021-05</b>	<b>Independent Affiliate (Freelance)</b> – Social Media Marketing & Analytics, Funnel Building, Copywriting <i>Groove Funnels, Rhodes, Greece</i>
<b>2020-05 - 2021-03</b>	<b>Independent Affiliate (Freelance)</b> - Social Media Marketing & Analytics, Funnel Building, Copywriting <i>ClickBank, Rhodes, Greece</i>

## Contact

### Address

Athens, Greece, 15354

### Phone

+30 697 346 1993

### E-mail

dimkontzias@gmail.com

### LinkedIn

[https://www.linkedin.com/in/dimitrios-kontzias-](https://www.linkedin.com/in/dimitrios-kontzias-3720b41a3)

[3720b41a3](https://www.linkedin.com/in/dimitrios-kontzias-3720b41a3)

## Skills

Data Analysis

Business Intelligence  
Analysis/Descriptive  
Analytics

Database Management

SQL Programming

Python Programming

Data Warehousing

ETL Modeling

Airflow

Data Mapping

Data Manipulation

Data Visualization

Research and Analysis

2019-08 - **Affiliate Marketing Specialist (Contract)** - Social Media  
2020-02 Marketing & Analytics, Funnel Building, Sales  
*Our Global Idea (OGI), Rhodes, Greece*

## Education

---

2021-09 - **Master of Science: Computing**  
2022-11 Wrexham Glyndwr University  
**Thesis Title:** *Insights about Business Intelligence and Data-driven Decision-Making*

2015-09 - **Master of Science: Environmental Engineering &**  
2017-04 **Climate Change**  
*University of The Aegean - Lesvos, Greece*  
**Thesis Title:** *Municipal Waste Management through Incineration*

2022-08 - **Develhope Training Program**  
2023-03 **Curriculum:** *SQL, Python (Numpys, Pandas, Matplotlib, Seaborn and more), Airflow, PySpark, Team Projects (Github & TeamCollabs)*

2021-04- **WorkEarly Training Program**  
2021-07 **Curriculum:** *Data Warehousing, SQL, Python, Tableau, PowerBI, BI Analyst essentials*

2022-08- **School of Computer Programmers of the Hellenic Army**  
2023-04 **Curriculum:** *Office 365 Essentials, IT, Network Administration/Architecture/Troubleshooting, VMs & Virtualization, Information Systems Security*

2011-09 - **BS in Military Science**  
2013-07 *Military Academy – Greece*

2022-01- **Diploma: Digital Marketing**  
2022-04 *Digital Marketing Institute*

2019-09 - **Diploma: Security Management (CBRNE)**  
2020-02 *National Kapodistrian University of Athens*

Data Science  
Competitive Analysis  
Key Performance Indicators  
Strategic Planning  
Power BI  
Tableau  
Digital Advertising  
Copywriting  
SEO/SEM  
Reporting  
Agile Dev & Analytics  
Virtualization  
Network Design  
Network Administration  
Office 365  
Presentations

## Languages

---

Greek  Excellent

English  Excellent

Japanese  Basic

# Data Analysis & Programming Courses

---

## Udemy:

- SQL- Beginner to Expert
- Tableau A-Z
- Data Warehouse Fundamentals
- Python 3 Bootcamp
- Microsoft Power BI for Business Intelligence
- Business Intelligence Analyst 2021

## Zenva:

- NumPy Matrices and Vectors
- Data Manipulation with Pandas
- SQL- Store and Query Data
- Bootstrap Basics
- HTML and CSS – Creating a Responsive Website

## LinkedIn Learning:

- Master Python for Data Science (*Learning Path*)
- Master SQL Development (*Learning Path*)
- Master SQL for Data Science (*Learning Path*)
- Starting as a Business Analyst (*Learning Path*)

## Coursera:

- SAS Visual Analytics *Specialization*

# Other Courses

---

## Coursera:

- Agile Development (*Specialization*)
- Digital Product Management (*Specialization*)
- Global Challenges in Business (*Specialization*)
- Strategic Leadership and Management (*Specialization*)
- Marketing in a Digital World

## Udemy:

- Digital Marketing
- Building Online Business
- Copywriting and Funnel Building
- Google AdWords
- SEO Marketing Content

## Hobbies & Interests

---

- Martial Arts (TKD, Hapkido, Muay Thai)
- Strategy & Role-Playing games
- Reading (Mostly Physics, Chemistry, New Technologies/discoveries & Innovations)
- Learning & Self Improvement (Japanese, Marketing and other areas)
- Traveling & Outdoor activities  
(Hiking/Trekking/Climbing, Skydiving, Exploring, visiting ancient sites, cultural monuments and more...)
- Listening to Music (all genres but selectively)