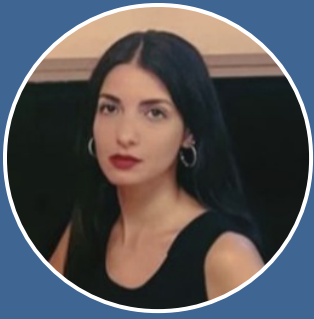


MARIA CHLIVINOU

My professional activity over the past years enhanced my organisational, communication and management skills, but also instilled a strong work ethic in me.



PERSONAL

- Name**
Maria Chlivinou
- Address**
AGATHOPOLEOS 29
11252 Athens
- Phone number**
6982147584
- Email**
maria.chlivinou22@gmail.com
- Date of birth**
18-11-1989
- Place of birth**
Athens
- Gender**
Female
- Nationality**
Greece
- Driving licence**
B

LANGUAGES

- Greek ★★★★★
- English ★★★★★
- Spanish ★★
- Italian ★



EDUCATION AND QUALIFICATIONS

- Feb 2018 - Jun 2021 **Master of Arts in teaching of Greek as a Second/Foreign Language**
University of Nicosia, Athens
- Sep 2023 - Jul 2023 **Specialisation in special care titled 'Special Care-Learning Difficulties/ Dyslexia.'**
Research center 'Psychophysiology and Education' Educational Department of the National Kapodistrian, Athens
Field of Special education practice 2013-2014. At 10th Special School of Marasleio, Workshop of Special Tutorial and Professional Training (E.E.E.E.K) and New Heraklion Special Primary School for the Blind, Kallithea (K.E.A.T.).
- Sep 2007 - Aug 2012 **Bachelor's in History and Archaeology-Department of History**
Philosophical School of the Kapodistrian University of Athens, Athens
Practice in Contemporary Social History Archives on 2011. Filling and recording archives.



WORK EXPERIENCE

- Jan 2023 - Dec 2023 **Teacher**
EKPoSPO-NOSTOS, Athens
I have been working as a teacher for the operation of Hospitality Structures Unaccompanied Minors TEEN SPIRIT I within the framework of the Sector Development Program of the Ministry of Immigration and Asylum. My main duties were to planing all educational activities included in the Structure, design of training programs and supplementary training of teaching, organising group activities of a research nature with application of the Project Method and also managing administrative services.
- Sep 2022 - Dec 2023 **Administrative Officer / Administrative personnel project manager**
EKPoSPO-NOSTOS, Athens
I worked in EKPoSPO - NOSTOS, a non-governmental organisation supporting refugees and asylum seekers. I worked as an administrative officer with tasks of managing electronic mail and call center. Organising appointments and meetings about the organisation's needs. Regular update of online platform and managing the database of membership.
- Jun 2020 - Sep 2021 **Pharmacy Assistant**
Chlivinos Evaggelos Pharmacy, Orchomenos Voiotias
As a pharmacy assistant was able to recommend the right product for each case, serving the customers of the pharmacy in the best possible way.
- Feb 2018 - Feb 2020 **Administrative staff member**
Department for the support and social inclusion of Migrants and Refugees Mayor deputy office of Migr, Athens

Office management, preparation of written reports, mail sorting, database entry and file maintenance, event and conference planning, project implementation, administrative support of HR department.

Dec 2016 - Dec 2016

Panhellenic Congress of Administration, Economic and Health Policies.

Panhellenic Congress of Administration, Economic and Health., Athens

Secretarial duties, customer service, member of the auxiliary staff in the set up and organisation of the exhibition.

Oct 2014 - Jun 2016

Secretary

Rousseau School of Foreign Language Studies., Athens

Secretary duties, sales, manage the database of membership, participated at the activities and tasks of the department.

Sep 2023 - Jul 2023



SKILLS

Microsoft word	★ ★ ★ ★ ★
Excel	★ ★ ★ ★ ★
Online platforms	★ ★ ★ ★ ★
Social media	★ ★ ★ ★ ★
Websites	★ ★ ★ ★ ★
Manage database	★ ★ ★ ★ ★
Administrative support	★ ★ ★ ★ ★