

# OLGA KONSTANTINOU

6989296269

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Basileos Georgiou 4

Thessaloniki

Date of birth 15/07/1994



## EDUCATION

### UNIVERSITY OF MACEDONIA

Thessaloniki  
2012-TODAY

Undergraduate Student in Department of Business Administration, specialised in Marketing and Operation Management  
(Current average 8,5/10)

### 1<sup>o</sup> INSTITUTE OF VOCATIONAL TRAINING IN THESSALONIKI

Thessaloniki  
09/2013-07/2015

Web Designer/Developer - Multimedia - 3D Animation - Video games  
(Average 9/10)

### 2nd High School of Thermaikos

Peraia  
2011-2012

Graduate

Grade : 18/20



## WORK EXPERIENCE

### ECONOMIC ASSISTANT

#### 1<sup>o</sup> INSTITUTE OF VOCATIONAL TRAINING

Olympiou Diamanti  
Thessaloniki  
07/2015-Today

### Internship

- Facebook Manager
- Invoices Issuing and checking
- Entry of financial data in the information system
- Organization of daily programs
- Fulfilling trainers outstandings

### STORE MANAGER ASSISTANT

Germanos  
Tsimiski 106  
Thessaloniki  
09/2010-10/2014

### Temporary Job

- Managing and processing customer requests
- Networking with enterprises and institutions
- Fund Management
- IT Management
- Products arrivals

### Optical store ANATOLITIS

Komnion 28  
Thessaloniki  
11/2014

### Data Base Creation

- Design and Creation of a database
- Data entry

### Imvros Club in Thessaloniki

Dimitsanas 47  
Thessaloniki  
2011

### Design and creation of print advertising

Adv about Germanos Store in a monthly magazine of Imvros Union Club

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## COMPUTER SKILLS

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- Excellent knowledge of social media management
- Excellent knowledge of Microsoft Office™
- Excellent knowledge of computer system e-pos, SRS
- Excellent knowledge of Adobe photoshop cs6
- Excellent knowledge of Flash adobe player
- Excellent knowledge of 3Dstudiomax
- Good knowledge of CSS and HTML
- Good knowledge of Joomla
- Good knowledge of Java
- Good knowledge of C++ and C
- Good knowledge of Unity



## VOLUNTEERING

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### University of Macedonia

April 2015  
Thessaloniki

### Workshop: Social networks, the new world of advertising

- Promotion and conference preparation
- Problem management
- Registrations

### American Marketing Association and University of Macedonia

Makedonia Palace  
June 2014  
Thessaloniki

### 8° AMA ServSig – International Service Research Conference

- Problem management
- Supervision and coordination of lectures and events
- Technical support
- Conference preparation



## LANGUAGES

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### English

Level C1

(Fist Certificate in English, Cambridge University, UK)



## ANNEXES

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Available on request