## OLGA KONSTANTINOU

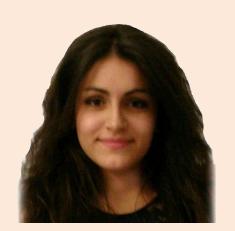
6989296269

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Basileos Georgiou 4

Thessaloniki

Date of birth 15/07/1994





## UNIVERSITY OF MACEDONIA

Thessaloniki
2012-TODAY

1° INSTITUTE OF VOCATIONAL TRAINING IN THESSALONIKI

Thessaloniki **09/2013-07/2015** 

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

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° 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

Komninon 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

- 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**

## 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**

**English** 

Level C1

(Fist Certificate in English, Cambridge University, UK)



Available on request