



EVA SKORA

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Personal Profile

Third year student at department of Business Administration at University of Macedonia. Diligent, sociable, trustworthy and meticulous. Able to work on own initiative or as part of a team and experienced in providing excellent customer service whilst working in busy environments. Keen to expand skills and knowledge and prepared to work in a variety of roles as required.

Education

2013-present	Business Administration (Marketing and Operations Management, University of Macedonia)
2007-2013	High school of Alonissos

Work Experience

July – September 2008-2009-2010	Waitress, Dholopes Cafe Bar-Restaurant
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Main duties performed: Served customers and create a convivial atmosphere. Took and served food orders, providing information to costumers and helping them with their selection. Suggested 'theme' evenings which boosted takings.

June-September 2011-201-2013	Sales Assistant, Gelateria Italiano
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Main duties performed: Provided excellent costumer sercive and create a convivial Atmosphere. Experienced in working at the till including 'Paypoint'. Updated stock system and dealt with suppliers. Cashed up tills at the end of each evening.

**June-September
2014-2015**

Cashier - Sales Assistant, Bakery Tzanis & Sia A.E

Main duties performed: Developed excellent front-line customer service by taking initiative to be proactive to customer's needs.
Responsible for cash of the store. Administered deliveries

Skills

IT: Master certification in Microsoft Office applications 2007,
proficient use of internet and e-mails

Language : Proficiency (C2) of English, Michigan State University

Other: Speaking in public, to groups, or via electronic media
Excellent presentation and negotiation skills
Excellent written and verbal communication skills
Competitive attitude
Combine patience, determination, and persistence
Culturally sensitive

Hobbies and Interests

- Volunteer at TEDx University of Macedonia 2015 (responsible for recording), Santa Run Thessaloniki 2015 (responsible to inform people), Alonissos Challenge 2010/2011
 - Member of theatre team, dance group and sports team
 - In my spare time I enjoy writing, playing volleyball, deal with social media, listening music and have fun with my friends.
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