

Panagiota Papageorgiou

Administrative Executive with Business and Financial background and experience in Team Leadership, Project Management, Sales and Marketing delivering High-productivity Achievements.



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Patras, Greece



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WORK EXPERIENCE

- Business Owner**
English Tutoring, Patras, Greece 11/2019 – 06/2023
 - Owner of a successful language instruction entity specializing in English language education through in-person and online classes
 - Implemented innovative teaching methods to effectively instruct individuals in English language acquisition
 - Taught English language skills to 40 individuals via web-based platforms
 - Utilized cutting-edge online tools and resources to enhance language learning experiences
- Assistant Team Manager**
Hellenic Statistical Authority (ELSTAT), Patras, Greece 10/2021 – 01/2022
 - Supervised and managed a 5-block area, collecting and documenting population data
 - Completed the project ahead of schedule, providing comprehensive data for all residents within the supervised area
 - Demonstrated strong organizational skills and attention to detail
- Project Manager**
Management Office in Municipality of Erymanthos Achaia, Greece 05/2017 – 11/2019
 - Provided comprehensive office administrative services to public sector entities on a contract or fee basis
 - Managed financial planning, billing, recordkeeping, personnel, and physical distribution logistics
 - Ensured efficient operations and adherence to contractual agreements
 - Efficiently processed financial orders and maintained cash records
 - Developed and monitored assignments with a financial focus
 - Organized and supervised the food services aspect of the Non-Profit organization
- Administrative Manager**
TH.VASSILAKIS DISTILARY, Corfu, Greece 05/2005 – 10/2013
 - Successfully led and managed a high-performing team of 10 employees, surpassing the annual quota by 25%
 - Demonstrated exceptional prospecting, negotiation, & closing skills, securing 10 new B2C deals annually worth €10,000 each
 - Utilized email campaigns, partner webinars, and search engine marketing as a project manager to drive results
 - Consistently delivered outstanding results through strategic marketing initiatives, contributing to business growth and revenue generation
 - Proven ability to drive sales and achieve targets by leveraging effective communication and relationship-building skills
- Operation Manager**
Kiosk, Patras, Greece 1991 – 2004
- Office Employee**
SAKSON S.A., Patras, Greece 09/2002 – 04/2003
 - Oversaw order management ensuring timely fulfillment
 - Handled accounting updates and maintained inventory records
 - Managed cash transactions



PROFESSIONAL DEVELOPMENT

- Certificate in Digital Marketing** – 02/2023
- Certificate in Social Sciences** – Open University of England
- Diploma in Child Development** – Open University of England



EDUCATION

- Master Studies In Banking**
Hellenic Open University – In progress
Dissertation: Sustainable Accounting in the context of Sustainable Development and its application by Banking Institutions
- MBA** – Hellenic Open University
- BSc in Business & Organization Management**



LANGUAGES

- Greek** Native
- English** Fluent – C2



DIGITAL SKILLS

- Microsoft Office – ECDL**
Word – Excel – PowerPoint – Access – Outlook
- Other skills**
Touch Typing – Zoom – Digital Marketing



SOFT SKILLS

- Communication
- Teamwork
- Strategic Thinking
- Time management
- Reliability



INFORMATION

- Driving licenses categories A & B
- Trips to 7 countries
- Member of the Municipal Dancing Group
- Member of E.O.S. for hiking and climbing
- Member of A.S.T.O.