



Stella Tsolaki

Date of birth: 07/09/1994 | **Nationality:** Greek | **Gender:** Female |
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Sourmenon 54, 55131, Thessaloniki, Greece

WORK EXPERIENCE

01/09/2021 – CURRENT – Thessaloniki

FRONT OFFICE SECRETARY – FOREIGN LANGUAGE SCHOOL - INTELLECT

Secretarial support, Incoming calls management, information on availability of classes and tuition prices, research for opportunities to promote the company. Use of ERP program "Odoo". Tuition payments management.

04/2020 – CURRENT – Thessaloniki

SCIENTIFIC ASSOCIATE – INTERBALKAN ENVIRONMENT CENTER

Writing of deliverables for Europe funded projects (Intereg Balkan programmes).
Research.

Research sectors:

Environment management and protection, recycling, composting, environment protection laws and policies.

Water use and pollution legal framework.

Data analysis.

Program websites management.

03/2019 – 02/2020 – Thessaloniki

FORESTER – DECENTRALIZED ADMINISTRATION OF MACEDONIA AND THRACE - FOREST SERVICE

Wood associations permits.

FLEGT licenses issue for the entry of timber and timber products to the Greek market.

Forest maps.

Autopsies in forests and livestock units, archiving and citizen service.

12/2018 – 02/2020 – Thessaloniki

SHIPPING COMPANY CLERK – MSC: GLOBAL CONTAINER SHIPPING COMPANY

Shipping and sender's information filling.

Bill's of lading creation.

English language only.

05/09/2015 – 31/03/2016 – Drama

FORESTER INTERNSHIP – TEI OF KAVALA

Internship in Forestry School of Drama on Forest Management and Economics Laboratory.

Tasks: Writing and inspection of LIFE (EU) program deliverables.

Student support.

Professor's assistant.

EDUCATION AND TRAINING

10/2012 – 06/2016 – Drama

FORESTER – TEI of Eastern Macedonia and Thrace - Forestry and Natural Environment Management School

10/2016 – 06/2018

MASTER OF SCIENCE ON NATURAL RESOURCES DEVELOPMENT AND PLANNING – Aristotle University of Thessaloniki - Agriculture, Forestry and Natural Environment school

03/2021 – CURRENT

MASTER OF SCIENCE ON SOIL, WATER, ENERGY RESOURCES AND AGRICULTURAL ENVIRONMENT MANAGEMENT – Aristotle University of Thessaloniki - Agriculture, Forestry and Natural Environment school

01/10/2020 – 01/01/2021 – Thessaloniki

ADULT INSTRUCTOR – KEDIVIM AUTH

<https://www.diaviou.auth.gr/>

LANGUAGE SKILLS

Mother tongue(s): **GREEK**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
GERMAN	A2	B1	A1	A1	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | Outlook | Google Docs | Social Media | Skype | Computer Certificate ACTA A.E. Certified Computer User (CCU) | Geographical Information Systems (GIS) | RStudio (basic) | Microsoft Office (Microsoft Word Microsoft Excel Microsoft PowerPoint Microsoft Access | ERP Primavera Professional ERP Sage ERP Odoo | QGIS - Quantum GIS

DRIVING LICENCE

Driving Licence: B

● **HOBBIES AND INTERESTS**

Hobbies and interests

Hobbies: Nature walks, Cooking, Trips and events planning.

Interests: Renewable energy sources, Climate change, Cars, Beauty, International news

● **COMMUNICATION AND INTERPERSONAL SKILLS**

Communication and interpersonal skills

Hard working, spirit of cooperation, consistency, responsibility and dedication.

Social, communicative, patient, polite. Perfectionist and persistent.