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| cONTACT Apollonos 6, Thessaloniki,  54454, Greece  [thaliasyropoulou@gmail.com](mailto:thaliasyropoulou@gmail.com)  +30 6971626010 Digital SKILLS  * Microsoft Office Suite (Word, Excel, Power Point, Outlook) * ECDL Certification Level 1 * Social Media Platforms  Languages  * Greek - Native Speaker * English - Proficiency Level * French - B1 Level | tHALIA SYROPOULOUExperience**Digital Marketing Assistant • Vodafone • 17/05/2021-31/08/2021**Marketing and Internet activities- Social Media Campaigns- Event Promotion- Strategic electronic Promotion of Vodafone actions contribution.**Customer Care Assistant • Proodos Steam boilers Manufacturing Company • 10/2020 – 4/2021** Experience in understanding the production chain of heavy machinery (Steam Boilers). **Customer and Client Service:** handling orders and accounts. Overseeing shipments of products, deliveries of orders and returns. Handling all relative paperwork and communicating with clients and suppliers. **Assistant • Sifnos Laundry • 5/2020 – 8/2020** Supporting operations and providing attentive service.  Experience in understanding the service and tourism sector.  Key Skills: Organizational skills, Time management, Cross-functional team collaboration. **Assistant • VETO – Women Fashion Industry • 2/2017 – 6/2017** **Customer and Client Service:** handling orders and accounts. Overseeing shipments of products, deliveries of orders and returns.  Gained experience and understanding of the garment production sector.  Key Skills: Attention to detail, Organization, Communication and interpersonal skills. Education**Postgraduate Studies in Business Administration (MBA)• October 2021-Current• Aristotle University of Thessaloniki** **Degree in theology• Feb 2021 • School of theology – Aristotle University of Thessaloniki****High School Diploma • July 2014 • Anatolia College****SingularityU Greece Summit • 23-24/11/2019****Youth Event • 10/7/2019 • NCSR “Demokritos”****Commercial Terminology in English • 15/4/2021 • British Council**Volunteer experience**SingularityU Greece Summit • 19-20/11/2018**Auditorium Assistance**TEDxAcademy • 30/9/2017, 1/10/2016**Spectators Services |