

ANNA - MARIA RIGA

Statistics

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📍 Athens, Greece
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EDUCATION

B.S.
Mathematics
University of Patras
📅 September 2016 - current
📍 Patras, Greece

SKILLS

Programming Languages

Python
R
Tableau

Tools & Technologies

Microsoft Excel
Microsoft Word
Microsoft PowerPoint
Google Docs
Google Sheets
SPSS

Interpersonal Skills

Teamwork
Communication
Easily Adapted
Teaching

Languages

English

CERTIFICATIONS

Google, Basic Principles of Digital Marketing

WORK EXPERIENCE

Mathematics Teacher

Self-employed

- 📅 September 2021 - current 📍 Athens, Greece
- Introduced highly individualized lesson plans to accommodate various learning styles among students
 - Assisted with lesson plans and aligning plans with structured goals to improve student performance
 - Methodically planned and executed on lesson plans, including collecting necessary resources to complete a given lesson

Social Media Manager

iSmartWatch.gr

- 📅 September 2021 - current 📍 Athens, Greece
- Owned social media presence across Facebook, Instagram, Tik Tok and Pinterest
 - Designed and executed global social media strategy Facebook, Instagram, Tik Tok and Pinterest
 - Worked closely with the content marketing manager representing the voice of the customer to generate new blog post ideas and amplify those blog posts on social media

Account assistant

STARCO

- 📅 May 2016 - September 2019 📍 Athens, Greece
- Exceeded quantitative metrics on customer satisfaction, customer retention, and inquiry volume
 - Answering questions about a company's services
 - Processing orders and transactions
 - Delivering information about a company's offerings
 - Financial offers to customers
 - Presentations about services provided by the company