

EDUCATION

M.A. in International Crime, Terrorism and Global Security at *University of Coventry*

September 2014-November 2015

- ✓ Main courses: Organized crime, Terrorism and Human trafficking.
- ✓ Skills earned: political and security critical thinking and analysis, International Relations analysis.

B.Sc. Political Science at *Aristotle University*

September 2006-November 2011

- ✓ Main courses: Political Science, Political Philosophy, Social Science, Political History.
- ✓ Skills earned: Analytical and critical thinking.

Diplomas / Certifications

Coursera Certificate Specialization: Human Resource Management: HR for People Managers Specialization at *University of Minnesota*

October 2021- March 2022

- ✓ 5 Main courses: Preparing to Manage Human Resources, Recruiting, Hiring and Onboarding Employees, Managing Employee Performance, Managing Employee Compensation, Human Resources Management Capstone: HR for People Managers.

Professional Diploma in Digital & Social Media Marketing at *Knowcrunch*

September 2021-December 2021

- ✓ Main courses: Social Media Platforms, Content Marketing Strategy, S.E.O., Digital Advertising, Social media and Google ads, Google Analytics.
- ✓ Skills earned: Fully understand the features of all digital & social media channels, have the ability to setup business for customers in all digital marketing platforms, identify problems and evaluate problem-solving strategies, develop solutions, demonstrate the ability to evaluate all different insights, analytics and metrics, create cohesive, persuasive content and distribute it to others. Create ads and social media posts, plan and run advanced advertising campaigns in different platforms, integrate and apply digital marketing strategies and propose concepts.

- ✓ **Management in the Asylum Concept**
- ✓ **Interview Techniques**
- ✓ **Interview techniques for Vulnerable people and Children**
- ✓ **Inclusion, Interview Techniques, Evidence Assessment**

**Team Leader, EASO (European Asylum Support Office), Polycastro
September 2020- August 2021**

✓ Lead a team of 10 professional caseworkers) ✓ Focal Point for the partners of the project ✓ Maintain office services by organizing office operations and procedures ✓ Developing schedules and project's implementation ✓ Support and provide Human Resources Management and Administrative Tasks ✓ Team leadership ✓ Managing risks and issues during the daily interviews of the 10 professional caseworkers ✓ Monitoring progress ✓ Managing reports and necessary documentation ✓ Ability to reach the number of interviews and opinions on specific deadlines asked by the Greek Ministry of Migration ✓ Coordinating the team and allocating the workload based on their performance ✓ Coordinating and Cooperating as a focal point in the field with the Greek Asylum Service, Ministry of Migration and other actors (IOM, DRC, UN).

**Caseworker Officer and Team Leader, EASO (European Asylum Support Office), Lesbos
November 2017-September 2020**

✓ 5 Interviews per day (overall 3000 interviews regarding asylum application) ✓ Interviewing asylum applicants for international protection ✓ Drafting and assessing opinions-decisions on admissibility and eligibility of applications seeking international protection ✓ Drafting and assessing opinions on the merits of applications for international protection in both Greek and English ✓ Ability to work as a member of an international team of experts on the processing of applications for international protection, ✓ following the relevant detailed Standards Operating Procedures and EU asylum acquis ✓ Lead a team of 9 professional caseworkers) ✓ Focal Point for the partners of the project ✓ Support and provide Human Resources Management and Administrative Tasks ✓ Team leadership ✓ Managing risks and issues during the daily interviews of the team (10 professional caseworkers) ✓ Monitoring progress and evaluation of the team and advising them in a daily basis ✓ Managing reports and necessary documentation ✓

**Safety and Security Coordinator , International Rescue Committee, Thessaloniki (Northern Greece)
September 2016-March 2017**

✓ Responsible for the administration and coordination of the whole department of Safety and Security within the organization ✓ Maintain office services by organizing office operations and procedures ✓ Assist and organize Solidarity Now Projects/ trainings Responsible for the safety and security of IRC members for 4 locations in the region of Northern Greece (both camps and offices) Security advisory ✓ Evaluating potential security threats (e.g. through incident reports) ✓ Providing equipment for safety and security procedures ✓ Informing the IRC members for any security updates that might occur ✓ Security and Safety Management Planning ✓ Analyzing and reporting the overall security status in Northern Greece (weekly and monthly) ✓ Creating emergency protocols for different emergency incidents, such as fire, earthquake, injury and others.

**Internship at West Midlands, United Kingdom
October 2014-December 2014**

✓ Research project for criminality rates in the area of Canley.
✓ Social Science Researcher

**Customer Service Agent, GOLDAIR, Airport of Thessaloniki
March 2013-July 2013**

✓ Responsible for the safe escort of unaccompanied children to the airplane
✓ Allocating the passengers, according to their needs (handicapped, pregnant, parents with infant, people with health problems)
✓ Checking validity of passports for transit flights.
✓ Responsible for checking for hazardous materials.

PERSONAL SKILLS AND INTERESTS

IT Skills ✓ MS Office (Windows, Excel, Word, ACCESS)

Languages ✓ Greek-Native; English- Professional Fluency;

Personal Interests/Other Skills: ✓ Sports, Cinema, Chess

✓ Driving License

Dear Madam/Sir,

I am very interested to hear about your vacancy for the position of Research and Communications Officer, fits perfectly my personal interests and professional skills. As I have already completed my Bachelor degree in Political Science, my Master's degree in International Relations and Affairs and recently (December 2021) completed my postgraduate diploma in Digital and Social Media Marketing, the perspective of working for BSTDB will give me the opportunity to apply my academic background in an organisation with a high reputation like yours.

I have great experience working in an international, multicultural environment, as I had collaborated and supervised overall more than 70 colleagues from different countries (such as Denmark, Germany, Belgium, France, Italy, Netherlands, Sweden and Norway). I have really strong communication skills and currently I am attending an online specialization for HR Management, in order to gain even more academic experience.

For me it would be a great honour to be a part of and contribute to an organisation such as BSTDB and I believe that I have the personal, academic and working experience, as well as necessary qualifications and skills to be a strong candidate for admission. Lastly, I would like to assure you that I am not only a strongly motivated individual, but also ready and prepared to step forward in my career and I will do my best to meet the demands of your expectations.

Yours Sincerely,

Charalampos Mavridis