

# Georgia C. Palantza

## Project & HR Manager

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### PERSONAL STATEMENT

Driven by my need to help and empower individuals and teams, I am seeking to work in the Human Resources sector. Volunteering and working experience in HR, I always strive to achieve goals, never stop learning along the way. Want to grow professionally and use my training and engaging skills to support and contribute towards business goals.

### SKILLS & HOBBIES

- Training, Coaching, Mentoring
- Project Management, Public Relations, Strategic Thinking
- Creativity, Flexibility, Time Management
- Computer Knowledge, Microsoft Office
- Volunteering
- Musical Theoretical and Practical Studies for 7 years
- Cooking, Baking
- Travelling, Hiking, Swimming
- Escape rooms, Puzzles, Trivia

### COMMITTEE MEMBER

- "Youth Today", *AIESEC in Greece* | November 2014
- "Seize your studies", *University of Macedonia* | March 2014
- "The new side of entrepreneur", *Thessaloniki European Youth Capital* | May 2014

### AWARDS

- Excellence in Talent Management Award in AIESEC | 2014
- Top Recruitment Award in AIESEC Greece | 2013
- Top Team Leader Award in AIESEC UoM | 2012

### LANGUAGES

- English: C2
- German: B1
- Italian: Basic
- Greek: Native

### SOCIAL IMPACT AND VOLUNTEERING EXPERIENCE

#### SELECTED MEMBER & ACTIVE LEARNER

- "The people of an organization as its driving force" Seminar, *Social Dynamo - Labrakis Foundation* | February 2022
- "Kick off Business" Seminar, *Mexoxo* | February 2022
- "Break your Ceiling", *The Coca Cola Company* | November 2022
- WOMENTORS project for Empowering Women, *Labrakis Foundation* | December 2020 - May 2021

#### HUMAN RESOURCES DEVELOPMENT MANAGER

*AIESEC in Greece* | September 2014 - February 2015

- Created the Welcome Guide for all the new members
- Managed and supervised the Mentorship program
- Supported Learning & Development implementation in local level

#### HUMAN RESOURCES MANAGER

*AIESEC in University of Macedonia* | February 2013 - January 2014

- Managed trainings, education and mentorship program for more than 80 people
- Managed the Full Cycle Recruitment, Evaluation and Reward & Recognition Processes
- Organized, managed & facilitated 4 Local Conferences, with more than 35 delegates each

### PROFESSIONAL EXPERIENCE

#### HUMAN RESOURCES INTERN

*Procter & Gamble (P&G)* | December 2016 - June 2017

- Developed and administered Health & Safety training programs & regulations and updated Award procedures
- Administered Recruitment and Learning & Development activities
- Managed and designed Diversity & Inclusion activities - workplace diversity, cultural training

#### CHEF DE PARTIE (COLD KITCHEN MANAGER)

*Xaroupi Restaurant* | January 2019 - October 2020

- Led and supervised 5 team members of my station
- Trained and developed Second Cooks and new staff, setting them up for success with constructive feedback
- Managed Inventory, Ordering and Receiving

#### CHEF DE PARTIE (COLD KITCHEN MANAGER)

*Hamsa Kythnos* | June 2018 - September 2019

### ACADEMIC HISTORY

#### UNIVERSITY OF MACEDONIA IN GREECE

*Business Administration* | Graduated May 2017

- BSc in Finance & Accounting | Grade: 7,3/10

#### VILNIUS GEDIMINAS TECHNICAL UNIVERSITY

*Business Administration* | January 2015 - June 2015

- Erasmus exchange student at the School of Business Administration