

## PERSONAL INFORMATION

**Maria Adamakou**

 Vernardaki 15, 38333 Volos (Greece)

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 madamakou@uth.com

Sex Female | Date of birth 06/03/1985 | Nationality Greek

## WORK EXPERIENCE

01/01/2018–Present

**Administrative Assistant - International Education Center**

University of Thessaly, Volos (Greece)

- Formulate and implement a vision for International Education and UTH campus internationalization
- Supervise and direct all aspects of the institution's international programs
- Develop and implement strategies to attract and retain international students and institutions' international cooperations
- Oversee international programs, summer schools and activities
- Monitor the documentation and visa application processes
- Oversee the departmental budget and management of expenditures throughout the year

01/10/2015–Present

**Economist**

University of Thessaly

Argonafton &amp; Fillelinon Street, 38221 Volos (Greece)

[www.uth.gr](http://www.uth.gr)

- Collect and analyze data
- Provide ready access to all experimental data for the faculty researchers and my supervisor
- Perform research work in archives, through interviews, online, or whatever may be appropriate to assist the assistant's supervisor
- Request equipment or supplies necessary for the project
- Manage and respond to project related email
- Prepare, maintain, and update website materials
- Summarize project results
- Prepare articles, reports, and presentations
- Prepare materials for submission to foundations that fund research
- Perform routine clerical duties as instructed, that are essential to the research activities of the supervisor or to the project
- Digitising Documents related to the project

Business or sector Education

01/05/2015–30/08/2016

**Travel consultant**

Les Hirondelles LTD, Volos (Greece)

- Specialization in coordinating and booking travel arrangements for individuals, groups and businesses
- Use promotional techniques and prepare promotional materials to sell itinerary tour packages
- Network with tour operators
- Maintain statistical and financial records
- Participation in preparation of the new innovative product for the promotion of the tourist destination of Pelion, 'Pelion Voucher'.

- Presentation and promotion of the 'Pelion Voucher' product to professionals and institutions in Thessaly.
- Organizing data and gathering information on local market and its current market trends
- Planning and project managing marketing events for 'Pelion Voucher' and evaluating their success

12/11/2014–30/06/2015

**Economist**

Manpower Employment Organization (OAED), Volos (Greece)

- 1) Teaching various economic courses such as Transport economics, Inventory management, Procurement management, Firm accounting.
- 2) Lecture and discuss concepts
- 3) Prepare material for presentations
- 4) Grade tests and conduct progress reports
- 5) Use a variety of visual aids, textbooks and creative projects to gain student's involvement.
- 6) Enforce rules and disciplinary action
- 7) General administrative duties

21/01/2014–21/06/2014

**Finance and Administration Officer**

Manpower Employment Organization (OAED), Larissa (Greece)

- 1) Maintain bank records, perform bank reconciliations, and deal with the bank on all financial matters
- 2) Be responsible for tracking petty cash, keeping appropriate records
- 3) Prepare monthly financial reports, expenditure, any variations from budgets and be prepared to provide this information as and when is needed
- 4) Be responsible for maintaining, and developing where necessary, the administration of office systems, paper and electronic
- 5) Log and submit all claims to appropriate funding body and maintain all relevant paperwork in good order
- 6) Perform general administrative duties; postage, opening post, responding to emails, ordering stationery, maintenance of equipment, etc. as required
- 7) Maintain the regional managers' schedule, booking meetings and appointments, and serve as a gatekeeper, screening calls and prioritizing daily tasks and responsibilities

01/11/2005–31/12/2005

**Loan / Customer Service Officer**

National Bank of Greece

Thessaloniki, 54065 Thessaloniki (Greece)

[www.nbg.gr](http://www.nbg.gr)

- Process new client accounts, maintain and implement changes in existing clients accounts
- Market National Bank of Greece mortgage and Loan products, promoting bank services that may meet customers' needs.
- Analyze applicants' financial status, credit, and property evaluations to determine feasibility of granting loans.
- Conduct background checks and verifications to ensure if the customer fulfills all conditions.
- Review and update credit and loan files.
- Coordinate with firms and underwriters in solving loan and mortgage related issues.

**Business or sector** Bank Sector**EDUCATION AND TRAINING**

22/09/2016–Present

**PhD Candidate**

EQF level 8

University of Thessaly, Department of Planning &amp; Regional Development, Volos (Greece)

Academic spaces and changing places: Performance, Hierarchies and Interdependencies between universities and region

- 01/10/2013–16/07/2015

**Master in European Regional Development Studies**  
 University of Thessaly, School of Engineering, Volos (Greece)  
[www.prd.uth.gr](http://www.prd.uth.gr)
EQF level 7
- 01/09/2006–02/03/2007

**International Economics**  
 Ghent University  
 33, Sint-Pietersnieuwstraat, 9000 Ghent (Belgium)
 
EQF level 6
- 01/09/2002–07/11/2007

**International and European Economics**  
 University of Macedonia  
 156, Egnatia Street, 54006 Thessaloniki (Greece)
 
EQF level 6

**PERSONAL SKILLS**

Mother tongue(s) Greek

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Certificate of Proficiency in English					
Chinese	A2	A2	A2	A2	A2
HSK 1					
German	A1	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Digital skills Microsoft Windows 8 / 7 / XP / Vista,  
Microsoft Office (Word, Excel, PowerPoint, Access)  
IBM SPSS Statistics

Driving licence B