

# CHRYSA DIAMANTARA

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## WORK EXPERIENCE

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**07/2018 - Present** **Administrative Assistant** at The Hellenic Republic Asset Development Fund, Athens, Greece

- ☒ Greet, Welcome guests and Answer questions raised
- ☒ Answer all incoming calls and redirect them or keep messages
- ☒ Receive letters, packages etc. and distribute them
- ☒ Answer and direct emails to executives & managers
- ☒ Manage office supplies and replace existing stock
- ☒ Manage the office's space availability (scheduling meetings in the conference rooms)
- ☒ Maintain and Update records and files
- ☒ Interact with high-profile customers
- ☒ Calendar Updates for Multinational & National firms, clients and partners
- ☒ Handling of the Fund's executives' itinerary as assigned (e.g. travel arrangements, booking venues, hotels reservations, airline tickets, schedules, etc.)

**02/2017– 05/2017** **Content Writer & Office Assistant** at Orama Group, Athens, Greece

- ☒ Compose and post online content on the company's website
- ☒ Communicate directly with clients and handle daily tasks based on needs
- ☒ Undertake daily administrative responsibilities
- ☒ Assist in the organization of informational events on entrepreneurship at selected venues

**12/2016-06/2017** **Columnist** at Savoir Ville, Athens, Greece

- ☒ Develop stories and content ideas to satisfy target-audience needs
- ☒ Allocate space for the text, photos, and illustrations on the website (web management)
- ☒ Monitor formatting properties, such as text size, column width, and spacing

**07/2016- 10/2016** **Office Assistant** at Dousiscom, Athens, Greece

- ☒ Monitor competitors' and clients' products and services advertisements
- ☒ Report all products advertised from the DoussisCom publication firm
- ☒ Reporting on Monitoring - Collect and analyze information, to report results
- ☒ Maintain an organize up-to-date filing system

## EDUCATION

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**09/2011 - 03/2018** **Panteion University of Social and Political Sciences** - Athens, Greece  
BACHELOR in Economic And Regional Development, GPA: 6,4 /10

## SKILLS

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Languages	Greek (Native), English (Proficient, C2), Chinese (Basic, HSK3)
Technical	Outlook, Word, Excel, PowerPoint, Access, competent handler of social media & networking platforms
Professional	Excellent verbal and written communication skills, extremely detail-oriented, skilful in writing, efficacious in developing creative ideas, ability to multi-task and prioritize projects.

## INTERESTS

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Reading, networking, travelling, blogging, theatre & cinema enthusiast.