

## PERSONAL INFORMATION

## ELISAVET KASTRISIOU

📍 Nomimon 5 Chaidari, 12461 Athens (Greece)

☎ 6988854804 📞 2105818076

✉ kastrisiou@gmail.com

💬 Skype eliza.kastrisiou

📅 Date of birth 24/06/1992 | 🇬🇷 Nationality Greek

## WORK EXPERIENCE

01/02/2016–Present

**Project Manager-HR Manager**

happiness - Advertising Company  
Louizis Riankour 64 Apollon Tower (15th Floor), Athens (Greece)  
<http://www.happiness.gr/>

## HR Unit

- Assist with day to day operations of the HR functions and duties
- Coordinate HR projects
- Deal with employee requests
- Assist in payroll preparation by providing relevant data

## Marketing Unit

- Planning and monitoring one project
- Managing project administration
- Procurement specialist
- Develop policies and procedures to support the achievement of the project objectives
- Event management
- Manage company's social media
- Preparing any follow-on action recommendations

01/11/2014–31/10/2015

**Human Resources Unit Secretary**

European Commission-Bureau du Secrétaire général des Ecoles européennes  
1 Rue Joseph II, 30 - 2e étage, 1049 Brussels (Belgium), Brussels (Belgium)  
<https://www.eurisc.eu/fr>

- Providing clerical and administrative support to Human Resources executives
- Update employee records (hard and soft copies)
- Creating and distributing documents
- Providing customer service to organization employees
- Assisting with day to day operations of the HR functions and duties
- Coordinate HR projects (meetings, trainings etc)
- Assistance in procurement

01/11/2014–31/10/2015

**Accountancy Unit Secretary**

European Commission-Bureau du Secrétaire général des Ecoles européennes  
1 Rue Joseph II, 30 - 2e étage, 1049 Brussels (Belgium), Brussels (Belgium)  
<https://www.eurisc.eu/fr>

Support on SAP program

- Internal orders

- Create/modify vendors
- Create/modify purchase orders
- Create/modify earmarked documents

01/04/2014–31/10/2014

**Human Resources trainee**

European Commission-Bureau du Secrétaire général des Ecoles européennes  
 1 Rue Joseph II, 30 - 2e étage, 1049 Brussels (Belgium), Brussels (Belgium)  
<https://www.eursec.eu/fr>

EDUCATION AND TRAINING

01/02/2015–31/01/2016

**Executive Master in International Politics**

Centre Européen de Recherches Internationales et Stratégiques  
 Ministère de la Fédération Wallonie, Boulevard Leopold II 44, Brussels (Belgium)  
<http://www.ceris.be/>

- NATO
- EU
- International Relations

Thesis: The international migration flows and their influence in the hellenic security and defence policy

09/2013–02/2014

**Erasmus Student- Faculty of Management**

Universidad de Jaén, Jaén (Spain)  
<http://www10.ujaen.es/>

- International Management of Technology

09/2010–09/2014

**Bachelor Business Administration-Applied foreign languages in Management and Commerce**

Technological Educational Institute of Epirus, Igoumenitsa (Greece)

**University thesis:** Organization and performance of European Schools

PERSONAL SKILLS

Mother tongue(s)

Greek

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
University of Michigan- Competency In English Language					
French	B2	B2	B1	B1	B2
DELFL diplômes A1,A2,B1					
Spanish	B2	B2	B2	B2	B2
Certificado Universidad de Jaen-Curso de Espanol como lengua extranjera					
Italian	A2	A2	A2	A2	A2
2011-2012 dettagliati gradi del Tecnologico Istituto educativo Epirus					

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

Communication skills

- Excellent verbal and written communication skills both in an office environment

- Able to communicate with multicultural people
- Confident, articulate, and professional speaking abilities
- Speaking in public, to groups, or via electronic media
- Empathic listener and persuasive speaker

Organisational / managerial skills

- Focus oriented
- Prioritization
- Collaboration
- Timelines driven
- Providing Feedback

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Basic user	Basic user	Basic user	Basic user	Basic user

Digital skills - Self-assessment grid

Infotest CERTICIED Basic User( MS Word 2010 GR,MS Excel 2010 GR, MS Internet Explorer 11 & MS Outlook 2010 GR)

- Proficient with Microsoft Office programmes
- Internet and Windows
- SAP user

Driving licence

B

ADDITIONAL INFORMATION

Seminars

- The 5th Adriatic-Ionian International Conference:Migrations and Diaspora. Qualification dates: 3rd to 5th October 2013
- Innovation and Entrepreneurship. TEI OF EPIRUS 2012-2013
- Two languages-information service and consultancy for bilingual parenting. Qualification date: 29 May 2013
- Diversity-Disability: realizing the potential of the school and society. Qualification date: 29 May 2013
- 8th Panellenic Congress of the Greek Educational Society- Greek pedagogy and educational Research
- HR Management - Greece, Athens, February 2016