

## **Kelly Liachi**

16, Agiou Efthimiou  
187 55 Keratsini, Greece

Mobile: 6974 791 710

Home phone: 210 - 4321627

Email: kelly\_liachi@hotmail.com

### ***PERSONAL DATA***

---

Date of birth: 24 June 1977

Nationality: Greek

Marital status: Married

### ***EMPLOYMENT AND WORK EXPERIENCE***

---

#### **Feb. 1999 – Mar. 2018**

Secretary to the Administrative department of TRI-MARINE S.A. Piraeus

#### **Duties and responsibilities:**

- Assistant to all departments of the company (Crew, Operations, Technical, DPA-ISM)
- Provided administrative support for senior managers that included coordinating calendars, arranging travel and creating reports, spreadsheets, PowerPoint presentations and keeping office staff meeting minutes.
- Welcoming all seamen and visitors, ensuring that they received outstanding first impression of the company
- Entry of incoming mail including invoices of the company's suppliers
- Office File maintenance
- Monitoring and entry of incoming and outgoing office correspondence to company's electronic protocol
- Monitoring of all incoming and outgoing email messages, including printing and filing of the most important messages
- Coordinated and scheduled meetings/travel for staff members
- Monitored office supplies and replenished stock as necessary
- Coordinated with company's external IT Manager and maintained all office equipment including printers, copiers, and computers

#### **Dec. 1997 – Jan. 1999**

Secretary to the Administrative department of NEST SHIPPING international sea transport company.

### ***LANGUAGES***

---

**March 1999**

Certificate of Proficiency in English – University of Michigan

## **SKILLS AND ABILITIES**

---

- Very good knowledge of MS Office (Word, Excel, PowerPoint), Adobe Reader
- Internet – Email – Fax

## **EDUCATION**

---

**June 1997** "ST. GEORGE" S.A.  
2 year course of Greek-English Secretaries - Executives of Administration - (Grade B)

London University  
General Certificate of Education (G.C.E.) "O" Level - (Grade B)

The London Chamber of Commerce and Industry Examinations Board (L.C.C.I.E.B.)  
- English for Business Certificate – 1st Level, (Pass with Credit)  
- Practical Business English Certificate – 1st Level, (Pass with Distinction)

## **SEMINARS**

---

Mar. 2010 Training program of "First Aid for Citizens" instructed by HELLENIC RED CROSS

April 2014 Microsoft EXCEL 2010 – levels 2-3 seminar instructed by "EUROEDUCATION LTD."

## **INTERESTS**

---

Reading novels, swimming, music

## **REFERENCES**

---

Recommendation letter is available upon request