

Aphrodite Stoupa-Fotinou

CONTACT

Address

Alimos
Athens,Greece

Birthplace

Chios

Phone

697 7690 579

Email

aphrst@protonmail.com

QUALIFICATIONS

- Degree in Transport and Shipping (National Institute of Transport and Tourism Administration)
- Seminar Programme S.G.C Dry Cargo Chartering (Hellenic Shipbrokers Association)
- MA in Teaching English to students of other languages (UCSB Institute of international studies)
- Licensed English

OBJECTIVE STATEMENT

Seeking new career opportunities and a fresh challenge within a shipping company. I am interested in working as a part of a creative and dynamic team in the prospect of recognising my skills and being willing to exploit my potential and creating the opportunities to expand it for our mutual benefit.

My experience in the field of shipping transport and tourism as well as in the education sector has a lot to offer concerning the skills acquired throughout my professional career.

My reliability, communication skills, listening competence, negotiation and persuasive skills, good adaptability, responsibility and friendly nature are some of the assets I would bring to work. I have experience in working as a team member as well as working independently and use my own initiative.

EXPERIENCE

Shipping -Travel-Tourism Sector

- Evaluation, seeing and ensuring shipping insurance for boat and cargo
 - Research, negotiation, final fixing of general cargo vessels and ensuring reasonable freight for the merchandise
 - Voyage estimation and lay time analysis
 - Operational secretarial duties and certificate processing
 - In charge of the orderly operation of the reservation system and full- service travel coordination
 - Multi task in a variety of front office activities
- Diana Shipping Services S.A (last employment)Front desk associate-multi task in a variety of front office activities, assisting colleagues with administrative tasks, Welcoming visitors, vendors and applicants, determining their needs in a professional way , helping maintain workplace security by issuing, checking and collecting badges as well as maintaining a visitor log ,answering and routing calls as necessary, sorting and distributing mail, invoice registration.

Teacher
(approved by
the Greek
Ministry of
Education)

Skills

English Language
(Proficient Level)

German Language
(Zertifikat Level)

Computing Skills (word-
processing using databases,
ability to adapt easily to any
software package, Internet
and e-mails, ERP System)

INTERESTS

Art and
Psychology
Painting
Art and Crafts
Volleyball
Reading
Music
Travelling

- Albatros Management INC (2010-2012) Assistant Chartering Broker-principal activities included, research, negotiations and final fixing of General Cargo Vessels - activities pertaining to the post fixing services of chartered fleet - involved in the issuance of all relevant hire invoices to charterers, monitoring collections preparing receivables ageing analysis-preliminary review of incoming brokerage commissions and submission for authorization --voyage estimation and lay time analysis.
- American Bureau of Shipping (1999-2001) - Employee at the operational Department secretarial duties, report and certificates processing - carrying out and monitor incoming -outgoing correspondence phone calls and appointment records
- Barbarossa Tours (1998-1999) - Employee at a tourist office. Made reservations for planned travel, including hotels and airlines .Followed up with clients about travel plans and made adjustments as needed
- Business translator (1997-1998) - translations of Yacht Charter Parties and other scientific texts
- Lesbos Coastal Shipping Company (1991-1997) Cooperating with clients to determine their needs and advising them appropriate destination, modes of transportations, travel dates, costs and accommodations

Education Field

- Knowledge of various teaching methods
 - Teaching exam preparation classes
 - Managing Mixed Ability Classes
 - Teaching Young and Adult learners using digital education
 - Individual and group counselling
 - Conduct testing and creating assignments for exams
 - Grading and maintaining records
 - Time management projects
 - Creative Drama Plays in the classroom
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- Kasimeris English Foreign Language School (2017-2020) English Teacher at exam preparation classes, determined exams and assignments grades, provided feedback based on workload and classroom behaviour.

- ESL Papademetriou Foreign Language School - Certified exam centre (2002-2017) English instructor ,organized classroom course book , prepared teaching materials and activities
- Axon Foreign Language Schools - worked as an English teacher, preparing lesson plans , presenting learning material and tracking student; performance managed classroom crisis and resolved conflicts
- Freelance English Instructor - developed customized lesson plans to meet individual student needs, prepare young and adult students for Cambridge - Michigan - Toefl - Toeic English exams- Business English and English for Academic purposes

AVAILABILITY & REFERENCES

Available for the time being. References upon request.