

# ANTONIS THRASSOU

📍 Home Address: \*\*\*\*\* \*\*\*\*\* \*\*\*\*\* , \*\*\*\*\* \*\*\*\*\* , Nicosia, Cyprus.  
📞 Mobile: +357\*\*\*\*\* ,  
✉ E-mail: \*\*\*\*\* \*\*\*\*\*

## EDUCATION

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- 2005 ▪ **MA (Business) Management.**  
University of Wolverhampton, U.K..
  
- 2004 ▪ **Postgraduate Diploma in Business Administration.**  
College of Tourism, Nicosia. (Awarded best student).
  
- 2001 ▪ **B.A. in Hospitality Management.**  
Bournemouth University UK (classes held at COTHM, Cyprus).
  
- 2000 ▪ **Higher Diploma in Hotel Administration**  
College of Tourism and Hotel Management (COTHM), Nicosia.

## ICAEW EXAMS PASSED (Completed Professional Stage)

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All **Knowledge Modules** (Accounting, Assurance, Business and Finance, Management Information, Principles of Taxation, Law)

All **Application Modules** (Audit and Assurance, Financial Accounting, Financial Management, Business Strategy, Financial Reporting, Taxation)

## PROFESSIONAL CERTIFICATIONS / QUALIFICATIONS

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- **American Hotel and Lodging Educational Institute** recognition as instructor of:
  - Managing Housekeeping Operations (2009)
  - Basic Hotel and Restaurant Accounting (2008)
  - Accounting for Hospitality Managers (2008)
  
- **Cabin crew SEP** (Safety & Emergency Procedures) and in-flight service.

## PROFESSIONAL EXPERIENCE

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**2015 - 2022.: C. ASKOTIS & SONS LTD / C. ASKOTIS RETAIL LTD. Nicosia, Cyprus.**

### **Accounts Officer (initially) – Financial Controller – In charge of Logistics**

- Recording Invoices / receipts received
- Reconciling customer and supplier statements
- Creating new customer and supplier accounts
- Issuing Invoices and Receipts
- Preparing Sales orders for Salespeople
- Forecasting / projecting sales and expenses
- Monitoring taxation payments (Ariadne, Annual Tax, Corporation Tax, Defence on Rent, Defence on Dividends)
- Processing payroll
- Monitoring cash flow
- Negotiating payments terms for projects with clients / suppliers
- Maintain records for employees
- Dealing with social insurance issues including documentation for sick leaves, hiring new staff etc
- Preparing reports for auditors
- Bank reconciliation on a monthly basis
- Assisting auditors in audit and closing of accounts
- Keeping records of all assets and monitoring relevant payments (road tax, property taxes etc)
- Renewing insurance policies (Vehicles, Property, Directors' personal)
- Compliance (Ευθύνη Εργοδότη, Accounting rules / rates and changes)
- Ensuring receipt of rental income / renegotiating with tenants / (re)issuing contracts with tenants
- Monitoring receivables / court cases / bad debts
- Directors' personal issues (banking, school fees, house payments, Mykonos etc)
- Preparing customs documents for sales of goods outside Cyprus
- Preparing monthly VIES reports online
- Reporting monthly to Στατιστική Υπηρεσία
- Overseeing grants and subsidies by government agencies (Covid, energy efficiency, ANAΔ etc)
- Claiming compensation for sales from suppliers annually where applicable
- Preparing documentation for receipt of commissions from sales of other suppliers
- Arranging for issuance of letters of guarantee for suppliers and projects and monitoring expiration dates / changes in terms
- Assisting in personal tax returns for employees where applicable
- Preparing documentation for Banks (επικαιροποίηση, loans, reports)
- Assisting staff in Microsoft and synthesis software issues when needed
- Maintaining records for Intrastat prepared by forwarders
- Liaising with lawyers for legal issues / requirements
- Arranging staff and associate travel tickets and documentation
- Paying suppliers / comparing requested payments with OC and payment terms
- Preparing reports to assist in VAT triannual submission
- In charge of all logistics – dealing with forwarders & suppliers

**2007 - 2017.: COLLEGE OF TOURISM AND HOTEL MANAGEMENT. Nicosia, Cyprus.**

**Lecturer – Course Coordinator – Deputy Academic Director**

- *Business Principles, Hospitality Accounting 1 & 2, Financial Management, Marketing Principles, Theory of Catering, Housekeeping Management, Research Methodology, Practical Cooking class.*

**2012 - 2017: CASA COLLEGE, Nicosia, Cyprus.**

**Lecturer**

- *Financial Accounting, Management Accounting, Food & beverage service 1 & 2, Food & beverage controls and costing*

**2009 - 2010: AMERICANOS COLLEGE. Nicosia, Cyprus.**

**Lecturer**

- *Front Office Operations, Food and Beverage Management*

**2002 - 2007: EUROCYPRIA AIRLINES. Cyprus.**

**Seasonal Flight Attendant**

- *Trained in SEP (Safety and Emergency Procedures) and First Aid.*

**1999 - 2003: Seasonal employment in tourism industry. Cyprus.**

- *Various positions in hotels and restaurants including Waiter (Rancho Restaurant, Coral Beach Hotel), Bartender (Asterias Hotel, Outdoor Catering Services) and Supervisor (Pizza Hut, Il Giardino Restaurant)*

## **LANGUAGES**

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- Greek: Mother tongue

- English: Fluent, written and spoken
- Russian: Beginner
- German: Specialized for Hospitality Industry

#### COMPUTER SKILLS

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- Microsoft Office: Word, Excel, Outlook, Power Point

#### CIVIL SERVICES

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- Sergeant in the Cyprus Army (07/1995-09/1997).

#### INTERESTS AND ACTIVITIES

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- Football, futsal, table tennis, snowboarding.

#### PERSONAL INFORMATION

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- Nationality: Cypriot / EU citizen.

*References, copies of degrees, certificates and seminars upon request.*



**Europass Academic Profile**  
**curriculum vitae**



**Personal information**

Surname / First name **Christoforou Andreas**  
Telephone (357) \*\*\*\*\* (Home) Mobile: (357) \*\*\*\*\*  
Address \*\* \*\*\*\*\* \*\*\*, \*\*\*\* \*\*\*, Nicosia, Cyprus  
E-mail \*\*\*\*\*  
Fax (357) \*\*\*\*\*  
Nationality Cypriot

**Education**

Dates Jan. 1996 – May 1997  
Title of qualification Master in Business Administration (MBA) Concentration in Marketing  
awarded  
Name of awarding Hawaii Pacific University, Honolulu, Hawaii  
institution  
Key features The programme offered a critical analysis of the complex and volatile  
economic, political, cultural and competitive environments of business  
and developed specialist knowledge and skills in managing business  
internationally.  
Dates Jan 1994 – May 1995  
Title of qualification BSc in Hotel Management  
awarded  
Name of awarding International College of Hospitality Administration, Brig, Switzerland –  
institution University of Massachusetts, Amherst, Massachusetts, USA

**Key features** Programme comprehensively covered the personal, analytical and management skills that hospitality managers need in a complex, changing and developing industry. Subjects included the following areas: Personal and management skills development, Human Resource management, Financial management, Hotel operation management, Marketing management, and Strategic management.

**Dates** July 1991 – June 1993

**Title of qualification awarded** Diploma in Hotel Operations

**Name of awarding institution** Institute Hotelier Cesar Ritz, Le Bouveret, Switzerland.

**Key features** Program curriculum in all phases of management, including Finance, Human Resource Management, Information Systems, and Hotel Operations.

### **Work experience**

**Dates** Jan. 2011 - Present

**Employer Name** C.A.C. Consulting and Educational Services Ltd

Occupation or Position held Owner / Senior Trainer

As a senior trainer and owner of the company my main responsibilities include the following:

- a) Identifying training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments.
- b) Designing and expanding training and development programmes based on the needs of an organization.
- c) Working in a team to produce training programmes to meet the changing work environment.
- d) Develop effective induction programmes.
- e) Managing and delivering training and development programmes.

In the six years of operation of C.A.C.Consulting and Educational Services Ltd I have conducted a number of training programmes in Cyprus and abroad. Some of the seminars are listed below:

- Soft Skills Training for Corporate Flight Attendants, Munich, Germany
- Emotional Intelligence, Munich, Germany
- Time Management, Nicosia, Cyprus
- Time Management, Limassol, Cyprus
- Emotional Intelligence, Nicosia, Cyprus
- Emotional Intelligence, Limassol, Cyprus
- Customer Care, Athens, Greece
- Time Management, Athens, Greece
- Global Business Etiquette, Berlin, Germany
- Internationalization of the Hospitality Industry, Helsinki, Finland
- Customer Service and Complaint Handling, Helsinki, Finland
- Leadership by Management Style, Helsinki, Finland
- Soft Skills Training for Corporate Flight Attendants, London, UK
- Customer Care Training, Non – Verbal Communication, Sofia, Bulgaria

Since 2013 I am responsible for onboard training of Celestyal Cruise lines. Seminars delivered include:

Crew seminar topics:

- Customer Service,
- Customer Complaint Handling,
- Business Ethics,
- Company Values and Work Ethics,
- Sexual Harassment & Abuse of Power,



- Managing Diversity in the Workplace,
- Service Recovery,
- Teamwork Management,
- Communication,
- Cultural Awareness.
- Advance Body Language and Non-Verbal Communication
- Building Excellent Working Relationships
- Advanced Listening Skills
- Managing Conflict in the Workplace

Management Seminars and Workshops:

- Leadership and Motivation,
- Business Communication,
- Supervision and Performance Appraisal,
- Team Building and Teamwork Management,
- Emotional Intelligence,
- Sexual Harassment and Abuse of Power,
- Positive Psychology,
- Employee Engagement.
- Time Management
- Priority Management: Optimizing Time, Workflow & Productivity
- Building Core Competencies, Self-Understanding, Building Relationships and Leading Organizations

Dates Feb 2010 -Present

Employer Name College of Tourism and Hotel Management

Occupation or Position held Senior Lecturer (F&B Management, Marketing, and Hospitality Management)

Lecturing tourism and hospitality management, marketing, market research, strategic marketing, and marketing communications and promotion in hospitality and tourism, both at undergraduate and at postgraduate levels. Supervising students' assignments as well as master students' dissertations. Leading and participating in research and consultancy projects related to tourism, hospitality and marketing. Performing academic administrative duties.

Dates Feb 2010 - Present

Employer Name Cyprus Productivity Center

Occupation or Position held Visiting Lecturer (Marketing and Management)

Lecturing Marketing and management in programmes organized by the Cyprus Productivity Centre and funded by European Union.

Dates Oct 1999 – Jan 2010

Employer Name Frederick Institute of Technology, Nicosia, Cyprus

Occupation or position held Head of Travel, Tourism and Hotel Management Department

Main activities and responsibilities As Head of the Travel, Tourism and Hotel Management Department I was responsible for the organization and general conduct of the department. I was actively participating in teaching, (My teaching focuses on Marketing and Management), examining and administrative work – including performance management and appraisal of staff members.

My specific duties and responsibilities as Head of the Department included the following:

- (a) formulate and monitor the academic planning, development and performance of the department
- (b) prepare a departmental strategic plan
- (c) manage the department's finances
- (d) responsible for the management of staff of the department, including both training, development and career management and day-to-day management matters, such as leave of absence, sick leave, etc
- (e) ensuring that the appraisal, review and development scheme was undertaken for all appropriate staff of the department
- (f) responsible for the implementation and general overview of processes within the department to ensure the educational progress and welfare of students registered with the department
- (g) organization of the subject matter
- (h) monitoring of staff and student performance
- (i) assignment of subjects to the suitable staff members
- (j)** also responsible for any arising matters, such as the need to update the syllabi, the enrichment of textbooks and the smooth operation of the department

Dates Sept. 1998 – Sept. 1999

Employer Name College of Tourism and Hotel Management, Nicosia, Cyprus

Occupation or position held Full time lecturer, Course Supervisor of the Travel and Tourism 2 year program of study.

Main activities and responsibilities Responsible for all academic matters related to the Travel and Tourism program of study.

Lecturer of Tourism marketing and management.

Dates Feb. 1998 – July 1998

Employer Name Raffles Hotel, Singapore

Occupation or position held Assistant Banquet Manager

Main activities and responsibilities Responsible for banquet menu development, room set-up, and staff training.

Dates Feb. 1996 – Jan. 1998

Employer Name Hilton Hawaiian Village, Honolulu Hawaii

Occupation or position held Assistant Banquet Manager

Main activities and responsibilities Responsible for supporting banquet, meeting and event venues. This includes coordinating banquet logistics, and working in conjunction with the director of banquets, catering staff and event planners for the successful organization of an event

Dates June 1995 – Dec. 1995

Employer Name Apollonia Beach Hotel, Limassol, Cyprus

Occupation or position held Front Office Shift Leader

Main activities and responsibilities Coordinated guest reservations; managed front office operations; processed daily front office transactions; supervised and scheduled shifts for front desk clerks.

Dates May 1993 – Jan. 1994

Employer Name Four Seasons Hotel, Limassol , Cyprus

Occupation or position held Front Office Shift Leader

Main activities and responsibilities Directed guests to proper hotel services; supported front office with reservations; coordinated activities for guests

Dates Jan 1993 – May 1993

Employer Name Palm Beach Hotel, Larnaca, Cyprus

Occupation or position held Receptionist

Main activities and responsibilities Responsible for the smooth operation of Front Office activities

	July 1988 – June 1991
Dates	
	Olvia Travel, Limassol, Cyprus
Employer Name	
Occupation or position held	Branch Supervisor
Main activities and responsibilities	Managed the branch travel agency; coordinated travel reservations with hotels and airlines worldwide; organize and negotiated travel packages; supervised travel representatives.

### Conferences (Paper Presentation)

- **EuroCHRIE Congress:** “From Services to Experiences in Tourism and the Hospitality Industry and Education” Helsinki, Finland
- **EuroCHRIE Congress:** Building a legacy, living the Dream: 2020 vision for Hospitality and Tourism” Dubai
- **Conference:** The 1<sup>st</sup> Hospitality & Leisure: Business Advances and Applied Research Conference, Lausanne, Switzerland
- **EuroCHRIE Congress:** “In Search of Excellence for Tomorrow’s Tourism, Travel and Hospitality”. Thessaloniki, Greece
- **EuroCHRIE Congress:** “Facing change in Tourism and Hospitality”. Paris, France
- **EuroCHRIE Congress:** “Global Issues and Trends in the Hospitality and Tourism Industries”. Ankara, Turkey
- **EuroCHRIE Congress:** “The Internationalization of Future Hospitality, Tourism, and Aviation Management Education”. Bad Honnef, Bonn, Germany
- **EuroCHRIE Congress:** “Gross Cultural Challenges in the Hospitality Industry; The Educational Answers”. Barcelona, Spain,
- **Seminar:** “Tourism and Travel, plus Recreational, Cultural and Sporting Services”, (CYSERVE) Nicosia, Cyprus.
- **Seminar:** “New Techniques and Methodologies for the Promotion of the Export of Services”. (SYSERVE) Nicosia, Cyprus
- **Seminar:** “General Agreement on Trade in Services – GATS”, (Employers & Industrialists Federation), Nicosia, Cyprus
- **Seminar:** “Services Liberalization within the context of the new WTO negotiation”. (Employers & Industrialists Federation) Nicosia, Cyprus

## **Professional Organisations**

Member – AH&LA (American Hotel & Lodging Association)

Member – HCIMA (Hotel and Catering International Management Association)

## **Awards**

Scholarship awarded for high academic achievement by the Institut Hotelier “Cesar Ritz”, Switzerland.

## **Professional Contribution**

Elected as an associate member of the Hotel and Catering International Management Association

Head of the Travel, Tourism and Hotel Management Department.

Member of Course Supervisors Committee, and all departmental committees.

Responsible for the accreditation of the Diploma in Travel Tourism and Hotel Management and all accreditation applications.

Responsible for the development of the new BA program in Hotel Management

## Research presentations

- Masters Thesis Business Ethics in the Banking Industry: A Comparative study of the Banking Industries of the United Kingdom and the United States of America.
- Research Presentation The Impact of the Internet on the Hospitality and Tourism Industry, Switzerland
- Research Presentation Aviation and Pollution, Finland (Erasmus)
- Research Presentation The Internationalization of the Hospitality Industry: The need for Cultural Awareness, and Diversity management, Belgium (Erasmus)
- Research Presentation "Cross Culturally Aware" Hospitality Educators. The key to Success for Swiss Hotel Schools, Switzerland

## **Additional information**

Visiting Lecturer Glion Institute of Higher Education, University of Roehampton, London

Visiting Lecturer Lecturing Food & Beverage Administration,

Visiting Lecturer Institute Hotelier "Cesar Ritz", Le Bouveret, Switzerland

Lecturing Food and Beverage service & Hospitality Management,

Institute Hotelier "Cesar Ritz", Le Bouveret, Switzerland

Managing Food and Beverage Controls, Front Office Management,  
Food and Beverage Service, and Hospitality management,

# ANDRIA HADJISTYLLI

Phone: \*\*\*\*\* Email: \*\*\*\*\*@\*\*\*\*\*.com

Date of birth: \*\*\*\*\* Nationality: Cypriot

## EDUCATION AND QUALIFICATIONS

2009– 2012 **Master in Business Administration (M.B.A)**

European University of Cyprus

2008-2009 **Bachelor of Business Administration in Hospitality Management**

European University of Cyprus

2005-2008 **Higher Diploma in Hotel & Catering Management**

Higher Hotel Institute of Cyprus (HHIC)

2002-2005 **Lyceum Apolytirion**

Pancyprian High School

## WORK EXPERIENCE

**02/2016 –Present: Part time Lecturer at the College of Tourism & Hospitality Management**, Member of the Internal Quality Assurance Committee, Final Exams

Invigilator during exam period May 2016, January 2017 and May 2017.

Subjects of lecturing: Marketing principles, Front office management, Housekeeping management, Statistical methods & qualitative research, Small Business Management, F&B service.

**06/2016 – 31/09/2017: Part time Academic officer at the College of Tourism & Hospitality Management (Dealing with Academic issues, Academic calendar planning, Exams scheduling & monitoring, Contacting lecturers on various issues regarding academic affairs etc)**

**05/2015-Present: Freelance Marketing Services**

Offering marketing services & social media management: Creating, designing and handling social media pages to maximize customer engagement. Customer list includes: hotels, shops, restaurants, consultancy companies, professional academies, conference areas & individuals.

**10/2013 -04/2015 The Classic hotel, Nicosia**

• **Position: Marketing and sales executive** My main goals of this position were to increase sales through various channels: CRM, telesales, social media marketing, email marketing and in some cases advertisement.

Also I participated in other duties of the hotel such as performing reception shifts, reservations - bookings, events organizing, customer relations, support and problem solving.

## OTHER CERTIFICATES

- LCCI in Public Relations
- ECDL Certification on Word Processing , Online Essentials, Computer Essentials, Computer Collaborations, Excel Spreadsheets, Access Database system
- UNICERT Certification on Power Point Presentations
- Certification of attending the seminar: "HO.RE.CA. Sales and Marketing Seminar", April 2016



- Certification & 7-hour training in "Start Up and Grow your Own Business", January 2016
- Google Certification in "Fundamental in Google AdWords" December 2015
- Attended the TripAdvisor Webinar: "Using Reviews to Train, Motivate and Recognize Employees", November 2015
- Attended the Trivago Webinar: "Hotel Marketing Insights: What makes travelers choose your hotel", November 2015
- Certification of completion of the course: "Effective sales management during the economic crisis", July 2015
- Certification of completion of the course: "Successful Online Engagement Strategies to Improve Customer Loyalty", July 2014
- Course certification from The Royal Society For The Promotion Of Health on the Fundamentals Of Food Hygiene
- Course certification from The Royal Society For The Promotion Of Health On The Fundamentals of HACCP

## **OTHER SKILLS**

**Languages** Fluent English – both written and oral

Greek – Mother tongue

Finnish – Very good

**Presentations** Excellent presentation skills

**Driving** Driving license

## **INTERESTS AND ACTIVITIES**

- Like to travel abroad
- Reading books on various sectors and contacting research
- Interested in studying various languages, cultures, history and technology

**RECOMMENDATIONS:** Available upon request

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# Curriculum Vitae – ANNA KOKHANETS

## Personal Info

Nationality: Russian / holder of Cyprus passport

Age: \*\*\*

## Contact Details

Address: \*\*\*\*\*, \*\*\*\* NICOSIA, CYPRUS

Telephone: +357-9\*-\*\*\*\*\*

Email: \*\*\*\*\*

## Overview

Dynamic, ambitious, highly motivated personality with good management skills, experience in events management, corporate administration, teaching, with strong desire to succeed as part of the team.

## Qualifications

**Masters of Arts in International Relations**, University of Indianapolis/Intercollege Cyprus, 1999-2002

**Bachelor of Arts in Hospitality Management**, Bournemouth University/College of Tourism and Hotel Management (Cyprus), 1999-1995

**TEFL Certificate**, London Teaching College/ Papantoniou Institute (Cyprus) 2005

**Pedagogical High Diploma**, Pedagogical College (Russia), 1991-1995

## Employment Experience

July 2006 – present

Goodgate Management, **Translator, Cyprus (full time)**

October 2004 –present

College of Tourism and Hotel Management (**part time**)  
**(Hospitality Management, Events**  
Management courses), Lecturer, Cyprus

February 2005 –July 2006

Marcus Evans, **Congress Producer, Cyprus**

October 2004 – February 2005

**Ministry of Internal Affairs**, Translator, Cyprus

August 2003-October 2004

**“Tree Event Management”**, Logistics Coordinator,

Nicosia Cyprus. Organization of seminars in Europe.

February 1998 –October 1998

**MEMRB Custom Research Worldwide**, Head Office-

Analysis & Interpretation of data in visual report format.

### Professional Experience

September 2016

Training program “Multicultural Communication on tourism and service” (Pafos, Cyprus) **Speaker**

May 2017

EBRD Annual meeting and Business Forum **Delegation Assistant**

### Interests/Personal Achievements

Travel, foreign languages, music, reading, cooking

### Languages

Russian (native), English (fluent), Greek (spoken), Spanish (currently learning)

*References are available upon request.*

## Faculty Curriculum Vitae

Please fill out the details as indicated below. Where not applicable, mark 'N/A'

<b>Full Name:</b>	<b>CHRISTOS IOANNOU</b>
<b>Rank:</b>	<b>LECTURER</b>
<b>Program:</b>	<b>BUSINESS ADMINISTRATION</b>
<b>Address:</b>	*****
<b>Telephone:</b>	*****
<b>Email:</b>	*****
<b>Birth date:</b>	*****

### Educational qualifications

Degree	Year	Awarding Institution	Thesis title (if applicable)
MBA (Finance)	2004	UNIVERISTY OF LEICESTER	'Diversification through Acquisition Strategy'
BA (Hons) INTERNATIONAL ACCOUNTING	2012	UNIVERSITY OF NORTHAMPTON	Industry Financial Comparative Study: Focus on Retail and Hospitality Markets
Doctorate in Business Administration	2013	UNIVERSITY OF NICOSIA – In Progress (expected to be completed end of 2018)	Επεκτατική Στρατηγική διαμέσου Εξαγορών σε Συγγενικούς η Μη- Συγγενικούς Τομείς στην Κύπρο

### Employment history

Period of employment		Employer	Location	Position
From	To			
2016	Present	COLLEGE OF TOURISM AND	NICOSIA	BA and MBA Supervisor

		HOTEL MANAGEMENT		
10/2013	Present	UNIVERSITY OF NICOSIA	NICOSIA	Lecturer
10/2014	Present	INTERCOLLEGE NICOSIA	NICOSIA	Lecturer
2011	2014	Cyprus Chamber of Commerce and Industry	NICOSIA	Trainer
2011	Present	Christofi Bros Trading Ltd	NICOSIA	Financial Controller

#### Memberships and Professional Affiliations

From	To	Institution/Professional Organisation	Status
2005	Present	INSTITUTE OF CERTIFIED MANAGEMENT ACCOUNTANTS AUSTRALIA - <b>ICMA</b>	CERTIFIED MANAGEMENT ACCOUNTANT - <b>CMA</b>
2004	Present	INSTITUTE OF FINANCIAL CONSULTANTS - <b>IFC</b>	CERTIFIED FINANCIAL CONSULTANT - <b>CFC</b>

#### Conferences and Seminars

From	To	Title	Role
11/2013	11/2013	EU Seminar: Cross Border Credits and Claim Management	<b>Key note speaker:</b> Internal Management and Effective Payment Monitoring System

#### Research/Projects

From	To	Title and Reference	Funded by


<b>Publications/Journal/Articles</b>						
	Year	Title	Other authors	Journal/Conference/Publisher	Vol.	Pages
<b>1</b>	2014	Resource-Based Sources of Competitive Advantage		e-Mag of Institute of Management Accountants	Jul 2012 – Issue 12	3-5
<b>2</b>						
<b>3</b>						

<b>Other Activities</b>
(Services and contribution to the College and Community)
<b>Author of Business Articles:</b> more than 100 articles have been publicized in 'Economicos Philelephtheros' and 'Politis' since 2005 – 2015.


<b>Awards/Distinctions</b>
1. Regional Director of ICMA in Cyprus
2. Course Leader and Instructor of 'Certified Executive Manager' Program of Academy of Finance and Management of Australia
3. Representative of Institute of Financial Consultants


<b>Additional Skills</b>
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1) Public Relation Certificate, 2) ECDL Diploma, 3) Personal Blog:  
<http://businessmanagementcom.blogspot.com.cy/> (5.412 visits)

## PERSONAL INFORMATION

Chrysostomos Adamides

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Sex Male | Date of birth \*\*\*\*\* | Nationality British/Cypriot

## APPLYING FOR

## WORK EXPERIENCE

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### 2010-2014 Director of Administration

College of Tourism and Hotel Management, Nicosia, Cyprus.

- Responsible for the coordination of all administrative departments (accounting, admissions, international office, academic registrar, student affairs)
- Supervising the operation of the administrative departments and compliance with the Ministry of Education regulations
- Reporting to the Director
- Heading the administrative committee
- Member of the academic and appeals committee
- Coordinating with the Academic Director ensuring the smooth delivery of education
- Maintaining business relationship with existing partners and exploring and developing new partnerships
- Supervising business development (development of new markets and products)
- Liaising with Cypriot embassies and consulate offices in countries of operation
- Evaluating administrative employees performance
- Assessing potential recruits
- Participated in a tempus program for the development of a bachelor and master degree in rural tourism in cooperation with the University of Angers (France) and 5 Russian Universities

### 2008-2010 Director of International Office

- Development of new markets
- Formulating and implementing marketing and public relations activities
- Supervising all promotional activities including participation in international and local education exhibitions, university and high school recruitment presentations and sponsorship of athletic events
- Improving exposure of educational products in existing markets and launching new products
- Maintaining existing partnerships with foreign universities and professional institutions and exploring new international cooperation possibilities
- Maintaining existing and developing strategic industrial partnerships
- Maintaining current and promoting further development of European Erasmus and Tempus programs
- Coordinating with the Cypriot authorities for the promotion of Cyprus as a tourism destination and educational hub
- Member of administrative committee
- Member of appeals committee

### 2004-2008

#### International Officer

- Extensive international travelling (Russia, Ukraine, Bulgaria, China, India, Bangladesh, Egypt) for promotional activities including education exhibitions, university and high school presentations, international conferences
- Implementing marketing and public relations activities (local and international)
- Writing and editing all promotional material for distribution at points of sale, media and partners
- Researching and initiating the development of a franchise university foundation program
- Participating in the development and promotion of an innovative work and study program
- Organisation of international conferences in Cyprus including itinerary for international guests
- Participating in the organization of the awards ceremony
- Presenter at international events and awards ceremony



- 2002-2004 **Management Trainee**  
 Joined 24-month training program with rotation in 4 departments, academic registrar, student affairs, admissions office, and international office.
- 2002-2014 **Teaching**  
 Currently teaching Small Business Management (3 hours per week) for the requirements of the 4<sup>th</sup> year students of BA Hospitality Management. During my 12 years at the college I have also taught, for at least 3 hours per week, the modules for Financial management and Business Law for 3<sup>rd</sup> year students of the BA Hospitality Management.

## EDUCATION AND TRAINING

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- 2001-2002 **MSc Finance**  
 Durham University, United Kingdom
- Summer 2001 **Statistics for Econometrics**  
 London School of Economics and Political Science, United Kingdom
- 1998-2001 **BA Business Law and Accounting**  
 University of North London, United Kingdom

## PERSONAL SKILLS

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Mother tongue(s) Greek

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Proficient	Proficient	Proficient	Proficient	Proficient
Russian	Basic	Basic	Basic	-	-

**Communication skills** Excellent interpersonal skills, intercultural communication and presentation skills acquired through

- Training as an assistant student affairs officer
- Presentations in international exhibitions and foreign universities
- Teamwork as member of various committees and projects
- Lecturing and organising seminars for a multicultural group of students
- Participation in Erasmus and Tempus European programs

**Organisational / managerial skills** Excellent organisational and managerial skills acquired through years of experience as a subordinate and manager in an organisation

- Leadership to direct and coordinate several departments
- Strategic planning and implementation
- Utilization of resources and analytical skills
- Identifying and solving work related and interpersonal issues
- Meeting deadlines and working under pressure
- Strong work ethic and initiative

**Computer skills**

- Good command of Microsoft Office™ tools (word, excel, power point, outlook)
- Statistics package PcGive

## ADDITIONAL INFORMATION

Avid reader of literature with special interest in Blake and Dostoevsky  
 Member of Youth Empowerment Charity Organization  
 Active Trader of major indexes, commodities and forex (MT4 and other platforms)  
 Chess enthusiast

## PERSONAL INFORMATION

### Constantinos Adamides

Postal Address: \*\*\*\*\*

Mobile: \*\*\*\*\*

Email: \*\*\*\*\*

Facebook: \*\*\*\*\*

Skype: \*\*\*\*\*

Linkedin: \*\*\*\*\*

Sex: Male | Date of birth: \*\*\*\*\* | Nationality: Cypriot

## SUMMARY

### WHAT I DO BRIEFLY

As an Admission's officer, I deal with both international and local student admissions process and procedures which includes being co-ordinated with the Civil Registry and Migration Department.

Erasmus Co-ordinator, with the responsibility of the Lifelong Learning Programme (LLP) of the European Commission for both Erasmus/Erasmus+ programs which deal with:

1. Inter-Institutional Agreements (IIA), 2. Student Mobility and 3. Staff Mobility.

Computer Lecturer, dealing with preparing/manage computer classes, notes, practical's and student assessment.

Lastly I.T. Administrator, dealing with several responsibilities such as back-up, performance and maintenance of network, computer laboratory and staff computers, as well as, performance and maintenance of peripherals and managing hardware/software problems that come along the way.

Continual learning on new technologies through articles, blogs and forums thus to stay informed and updated on the fields I studied on my bachelor degree (Computer Science), as well as, on the fields worked for many years.

## WORK EXPERIENCE

August 2007 - present

**I.T. Administrator / Computer Lecturer /  
Erasmus Coordinator / Admission's Officer**

College of Tourism and Hotel Management - Cyprus  
(29 Onasagorou Street, 1502 Nicosia, Cyprus - [www.cothm.ac.cy](http://www.cothm.ac.cy))

## EDUCATION AND TRAINING

2015 - 2015

**Certificate in Security Services and V.I.P. Protection**

Level 5

Global College - Cyprus  
(245 Eleonon St., 2048 Strovolos, Nicosia Cyprus - [www.globalcollege.ac.cy](http://www.globalcollege.ac.cy))

2014 - present

**Cyprus Sports Organization (KOA) Stewards**

Level 4

Cyprus Sports Organization (KOA) Stewarding Committee - Cyprus  
(Makareiou Athletic Center Avenue, Engkomi 2400, Nicosia, Cyprus - [www.cyprussports.org](http://www.cyprussports.org))

2004 - 2006

**B.Sc. Computer Science**

Level 6

Frederick Institute of Technology - Cyprus  
(7, Y. Frederickou St., Palouriotisa, Nicosia 1036, Cyprus - [www.fit.ac.cy](http://www.fit.ac.cy))

2000 - 2004

**Certificate in Computer Science**

Level 5

London Metropolitan University - United Kingdom  
(166-220 Holloway Rd., London N7 8DB, United Kingdom - [www.londonmet.ac.uk](http://www.londonmet.ac.uk))

1995 - 1996

**General Certificate of Secondary Education (GCSE) A-Level**

Level 3

## PERSONAL SKILLS

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Mother tongue(s) Greek (Cypriot)

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1/2	B1/2	B1/2	B1/2	B1/2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
 Common European Framework of Reference for Languages

Communication skills

- Excellent verbal skills due to my teaching career.
- Good communication skills gained through my studies in the United Kingdom.
- Good teamwork skills gained through my experience working as a college lecturer.

Organisational / Managerial skills

- teamwork (like working in groups)
- leadership (necessary when working within groups)
- problem solver (like troubleshooting)

Driving licence

- B/B
- B1/B1

Computer skills

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Windows Operating System</li> <li>• Windows Server</li> <li>• Microsoft Office</li> <li>• Microsoft Exchange</li> <li>• Active Directory</li> <li>• Network Design</li> <li>• IT Management</li> <li>• VoIP</li> <li>• TCP/IP</li> <li>• Routing</li> <li>• VPN</li> </ul> | <ul style="list-style-type: none"> <li>• Internet Information Services</li> <li>• Web Development</li> <li>• HTML 5</li> <li>• XML</li> <li>• MySQL</li> <li>• JavaScript</li> <li>• CSS3</li> <li>• PHP</li> <li>• Prolog</li> <li>• Assembly Language</li> <li>• Pascal</li> <li>• VB.NET</li> <li>• C++</li> </ul> | <ul style="list-style-type: none"> <li>• MVC (model-view-controller)</li> <li>• Managing Hardware/ Software troubleshooting</li> <li>• Computer Back-ups/ Performance/Maintenance</li> <li>• Peripherals Performance/ Maintenance</li> </ul> |
|---|---|--|

# PARASKEVI STAVROU

\*\*\*\*\* , \*\*\*\*\* \*\*\*\*\* , Nicosia 2364 Cyprus

Tel: \*\*\*\*\*

E-mail: \*\*\*\*\*

## Profile

I am a very enthusiastic, highly motivated and determined young lawyer currently pursuing a challenging career opportunity within a dynamic law firm that will offer me early responsibilities for utilising my own versatile skillset and provide me with opportunities for professional growth within the legal industry.

## Professional Experience

### Internship

2016

#### ***The Incorporated Council of Law Reporting, London***

- ✓ · Following a Law reporter in to court to cover hearings and keeping written records of legal proceedings.
- ✓ · Distinguish between those cases, which need to be reported, and those, which do not.
- ✓ · Producing a complete, accurate, and secure legal transcript of courtroom proceedings.
- ✓ · Reviewing notes for case names and legal terminology.

### Trainee Lawyer

2015 – 2016

#### ***Pamboridis LLC, Nicosia***

- ✓ · 1 year evenly divided between training within the Corporate and Litigation Departments.
- ✓ · *Litigation Department*: Undertaking legal research in relation to case law and legislation required for the preparation of court hearings, appearing in court, present during client conferences and observing various judicial proceedings.
- ✓ · *Corporate Department*: Incorporation of companies, including drafting of their memorandum and articles of association and preparation of relevant forms, drafting of sale and purchase agreements, miscellaneous contractual arrangements, conducting KYC information and anti-money laundering due diligence projects prior to establishing a business relationship with prospective clients and liaising with various governmental departments.

### Senior Student Learning Assistant (*Part Time*) 2015

#### ***Law School, Middlesex University, London***

- ✓ · Mentored and trained new learning assistants of Middlesex University Law School.
- ✓ · Provided learning support to second year law students.
- ✓ · Facilitated the student learning assistant scheme of the Middlesex University.
- ✓ · Prepared and headed meetings between other student learning assistants of the Middlesex University.
- ✓ · Assisted first year law students with queries regarding their course.
- ✓ · Helped students with research and essay referencing.
- ✓ · Moot demonstration to first law students.
- ✓ · Worked directly with an Immigration judge.

### Summer Internship

2014

#### ***Parparinos Law Firm LLC, Nicosia***

- ✓ · Provided customer support mainly in Family Law disputes.
- ✓ · Appeared before the Nicosia District Court.
- ✓ · Attended interviews with clients and kept minutes thereof.

### **Working for National Student Survey (NSS) (*Part Time*)**

**2014**

**Middlesex University, London**

- ✓ Encouraging and assisting third year students to complete the NSS.
- ✓ Responsible for running activities such as dancing, filming and singing.

**Summer Internship**

**2013**

**MP Rikkos Mappourides & Associates LLC, Nicosia**

- ✓ Provided secretarial and receptionist services.
- ✓ Legal research and drafting of case notes.
- ✓ Attended meetings with clients.
- ✓ Administrative and assisting senior employees with back office tasks such as photocopying and printing of legal documents.

**Student Adviser**

**2012**

**College of Tourism & Hotel Management, Cyprus**

- ✓ Provided feedback on essays and assistance with library research.
- ✓ Supported students with learning the English Language.
- ✓ Supervised students during exam periods.
- ✓ Workshop preparation.

**Education**

**Cyprus Bar Exams, Merit (Credits achieved 798/1000)**

**2015- 2016**

**Bachelor of Laws (LLB), First Class Honours**

**2012- 2015**

**Middlesex University, London**

**Awards:** Incorporated Council of Law Reporting Prize for being the top student in Law of Evidence.

**Apolyterion (High School Certificate), 19 6/11 out of 20**

**2007- 2010**

**Eniaio Lykeio Kykkou A' Nicosia**

**Awards:** Award of Excellent Performance and First Prize in Art Subjects.

**General Certificates of Education**

- ✓ As/A levels in Mathematics, (A), and Art, (B).
- ✓ Delf A1 (96,50/100), Delf A2 (90/100), Delf B1 (56,50/100)
- ✓ IGCSE O-levels: French (A\*), English (C)

**Interests /Extra-Curricular Activities**

- ✓ Art, Tennis, Synchronised swimming, Member of the ELSA Society(2014-2015), UNESCO Society (2010), Member of the Red Cross Society (2010)

**Additional Information**

- ✓ Languages: Greek (Native), English (Fluent), French (Delf Diploma).
- ✓ Proficient use of Microsoft Office (Word, Power Point and Excel).
- ✓ Driving license.

University Diploma, High School Apoletirio any supportive documents and references available upon request.

# Mara Zachariadou Aresti

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Date of Birth: \*\*\*\*\*

Nationality: Greek Cypriot

## Career History

January 2010 – May 2016 **Lecturer, Casa College (Part time)**

Courses taught: Introduction to Microeconomics, Introduction to Macroeconomics, Human Resource Management, Consumer Behaviour, Total Quality Management, Sales Management, Advertising, Introduction to Marketing, Services Marketing

November 2008 - June 2009 **Lecturer, Global College (Part time)**

Courses taught: Financial Accounting, Introduction to Managerial Accounting and Basic Principles of Marketing.

December 2006 - May 2007 **Team Leader, Marcus Evans**

Marcus Evans is one of the world's leading business information companies employing 3500 professionals in 63 offices worldwide.

Responsibilities Include:

- Being in charge of a team of 6 people and report directly to the manager.
- Supervise, motivate and assist the other team members with any possible queries.
- Prepare and present meetings on behalf of the manager.
- Receiving cv's and undertaking telephone interviews.

April 2006 – December 2006 **International Sales Executive, Marcus Evans**

Responsibilities Include:

- Cold calling senior decision makers of the largest and most influential companies around the world to offer them an opportunity to attend our business summits.
- This involved very strong communication skills, confidence in approaching very senior level and busy individuals, and sales techniques to get through to them and secure the sale.
- Throughout my time in this role I also developed my research skills and gained an incredible amount of commercial experience.

## **Education**

Sept. 2004 – Sept. 2005 **Cass Business School, City University, London.**

MSc Management – Pass with Honours

Module Outline: Key Subjects: Customer Service and Relationship Management, 21<sup>st</sup> Century Management, E-Commerce and IT, Change Management, Delivering Customer Value, Finance, Strategy and Business Policy.

Dissertation: What Great Brands Can Do: Starbucks

Sept. 2001–June 2004 **Kingston University, London.**

BSc Business Economics – High Upper Second Class (2:1)

Module Outline: Key Subjects: Macroeconomics, Microeconomics, Econometrics, Human Resources Management, Marketing Management, Business Environment, Business Accounting, Business to Business Marketing

Sept.1994-June 2001 **G.C School of Careers, Nicosia**

Economics Streaming Grade: 84.29%

GCE O' Levels: 7 at grades A-C, including maths and english

LCCI: 4 Levels all pass with honours

## **Additional Skills**

- Computer Literate and Internet proficient.
- Bilingual: English and Greek

- Full Clean Cyprus Driving Licence

## Interests and Activities

My interests include travelling, reading books, dancing and photography.

## References available upon request

### ΔΡΟΥΣΙΩΤΗΣ ΦΙΛΙΠΠΟΣ

#### 1. ΠΡΟΣΩΠΙΚΑ ΣΤΟΙΧΕΙΑ

Επώνυμο: Δρουσιώτης	Όνομα: Φίλιππος	Ημέρ. Γέννησης: *****
Υπηκοότητα: Κυπριακή		Αρ. Ταυτότητας: ***** Χώρα Έκδοσης: Κύπρος
Διεύθυνση: *****		Τηλ. (σταθερό): *****
Δήμος: Άγιος Δομέτιος		Τηλεομοίτυπο: *****
Ταχ. Κώδ.:2373	Επαρχία: Λευκωσία	Χώρα: Κύπρος

#### 2. ΑΚΑΔΗΜΑΪΚΑ/ΕΠΑΓΓΕΛΜΑΤΙΚΑ ΠΡΟΣΟΝΤΑ

Εκπαιδευτικό Ίδρυμα	Περίοδος	Κλάδος σπουδών	Πτυχία/διπλώματα/τίτλοι που αποκτήθηκαν	Χώρα σπουδών
	Από (ηη/μμ/χχ)	Μέχρι (ηη/μμ/χχ)		
The University of Iowa	09/1985	05/1988	Διοίκηση Επιχειρήσεων MBA (Master of Business Administration)	Αμερική
The University of Iowa	09/1985	12/1988	Εφαρμοσμένα Μαθηματικά MS (Master of Science)	Αμερική
Coe College	09/1982	08/1985	Μαθηματικά, Οικονομικά, Διοίκηση Επιχειρήσεων BA (Bachelor of Arts)	Αμερική
University of Oslo	07/1989	08/1989	Νορβηγικά Certificate of Achievement	Νορβηγία
The Philips College of Higher Education	03/1990	06/1990	Industrial Management Certificate of Achievement	Κύπρος

#### 3. ΕΠΑΓΓΕΛΜΑΤΙΚΗ ΠΕΙΡΑ

Όνομα εργοδότη / επιχείρησης	Περίοδος	Θέση / καθήκοντα	Απασχόληση Πλήρης / Μερική	Χώρα εργασίας
	Από (ηη/μμ/χχ)	Μέχρι (ηη/μμ/χχ)		
Alexander the Great Beach Hotel	01/01/1990	31/12/1990	Πρόγραμμα Στελέχωσης Επιχειρήσεων A.B.K.	Κύπρος
Cyprotel Droushia Heights Hotel	01/05/1991	30/09/2008	Γενικός Διευθυντής	Κύπρος



Cyprotel Marathon Beach Hotel	01/05/2004	30/11/2006	Area Manager	Πλήρης	Κύπρος
D.H.Cyprotels	01/12/2006	Σήμερα	Business Development Manager	Πλήρης	Κύπρος

#### 4. ΕΚΠΑΙΔΕΥΤΙΚΗ ΠΕΙΡΑ

Εκπαιδευτικό Ίδρυμα / οργανισμός / επιχείρηση	Περίοδος	Θέμα διδασκαλίας	Χώρα	Απασχόληση Πλήρης / Μερική (ώρες)	Σύνολο ωρών διδασκαλίας
Από (ηη/μμ/χχ)			Μέχρι (ηη/μμ/χχ)		
The University of Iowa	08/1986	05/1988	Μαθηματικά & Στατιστική	Αμερική	Μερική 9 ώρες εβδομαδιαίως
Kirkwood Community College	06/1988	06/1989	Μαθηματικά & Στατιστική	Αμερική	Πλήρης 20 ώρες εβδομαδιαίως
Europa College	09/1998	06/1999	Hotel Management & Marketing	Κύπρος	Μερική 4 ώρες εβδομαδιαίως
College of Tourism	01/2004	12/2004	Hospitality Sales & Marketing	Κύπρος	Μερική 3 ώρες εβδομαδιαίως
University of Nicosia	02/2011	Σήμερα	Sustainable Tourism	Κύπρος	Μερική 3 ώρες εβδομαδιαίως

#### 5. ΣΥΜΒΟΥΛΕΥΤΙΚΗ ΠΕΙΡΑ

Οργανισμός	Περίοδος	Έργο/Θέμα	Θέση / καθήκοντα	Σύνολο ημερών	Χώρα παροχής υπηρεσιών
Από (ηη/μμ/χχ)			Μέχρι (ηη/μμ/χχ)		
Cyprotel Droushia Heights Hotel	1998	2008	Πρόγραμμα Ειδικών Ενδιαφερόντων	Οργανωτής Συντονιστής	Κύπρος
U.S. Millennium Cooperation	01/03/08	07/03/08	Αειφόρος Ανάπτυξη & Τουρισμός Ειδικών Ενδιαφερόντων	Σύμβουλος	7 Πράσινο Ακρωτήριο
CSTI (Cyprus Sustainable Tourism Initiative) & TF (Travel Foundation)	04/2008	10/2008	Save Water & Energy in the Hotel Industry	Συντονιστής	210 Κύπρος
CSTI, TF & Thomas Cook	04/2010	10/2010	Reduce Plastic in the Hotel Industry	Συντονιστής	210 Κύπρος

## 6. ΕΡΕΥΝΗΤΙΚΗ ΠΕΙΡΑ

Οργανισμός	Περίοδος	Θέμα έρευνας	Θέση / καθήκοντα	Σύνολο ημερών	Χώρα παροχής υπηρεσιών
Από (ηη/μμ/χχ)			Μέχρι (ηη/μμ/χχ)		
Φίλιππος Δρουσιώτης & Συνεργάτες	05/2003	04/2004	Τουρισμός Ειδικών Ενδιαφερόντων	Ερευνητής 90	Κύπρος

## 7. ΣΥΜΜΕΤΟΧΗ ΣΕ ΣΥΝΕΔΡΙΑ Ή ΠΡΟΓΡΑΜΜΑΤΑ

Οργανωτής συνεδρίου / προγράμματος	Περίοδος	Τίτλος συνεδρίου / προγράμματος	Διάρκεια	Χώρα διοργάνωσης
Από (ηη/μμ/χχ)		Μέχρι (ηη/μμ/χχ)		
Αρχή Βιομηχανικής Καταρτίσεως Κύπρου	01/01/90	31/01/90	Πρόγραμμα Στελέχωσης Επιχειρήσεων	Χρονιαίο Κύπρος
Κυπριακός Οργανισμός Τουρισμού	22/04/93	22/04/93	«Η Σημασία της Εξυπηρέτησης στην Παροχή Υπηρεσιών Ψηλού Επιπέδου»	Ημερήσιο Κύπρος
ΚΕΒΕ	20/05/93	20/05/93	“World and European market trends in Tourism”	Ημερήσιο Κύπρος
ΠΑΣΥΞΕ	18/02/97	19/02/97	«Διάφοροι Τρόποι Αντιμετώπισης της Κρίσης που διέρχεται η Ξενοδοχειακή και Τουριστική Βιομηχανία»	Διήμερο Κύπρος
Horand Vogel & Associates	01/02/99	03/02/99	“Hotel Yield Management”	Τριήμερο Κύπρος
PWC	2000	“Environmental Management Systems”	Ημερήσιο	Κύπρος

PWC	2000	“ISO9000 Awareness training course”	Ημερήσιο	Κύπρος	
Intercollege	04/12/01	05/12/01	“Special Interest Holidays: Developing the Cycling and Walking Markets”	Διήμερο	Κύπρος
Intercollege	27/11/01	28/11/01	“Planning for Sustainable Tourism Markets”	Διήμερο	Κύπρος
Cyprus International Institute for the Environment and Public Health in association with the Harvard School of Public Health	21/10/05	21/10/05	“The Challenge of sustainable Development”	Ημερήσιο	Κύπρος
ΠΑΣΥΞΕ	02/03/06	02/03/06	«Ενεργοποίηση της δύναμης του τουρισμού για να ανταποκρίνεται στους ανέμους της αλλαγής»	Ημερήσιο	Κύπρος
ΠΑΣΥΞΕ	08/02/07	08/02/07	“The challenge, the vision and the way for the full recovery of Cyprus Tourism”	Ημερήσιο	Κύπρος
ΠΑΣΥΔΙΞΕ	26/04/07	26/04/07	“Upgrading quality guest service through training &	Ημερήσιο	Κύπρος

## 8. ΑΛΛΕΣ ΠΛΗΡΟΦΟΡΙΕΣ

Στο συνέδριο ΠΑΣΥΔΙΞΕ&CSTI 27/01/2012 ήμουν ο συντονιστής του συνεδρίου που αφορούσε τον Αειφόρο Τουρισμό. Στο συνέδριο Πανεπιστήμιο Λευκωσίας & Αειφόρος Γνώση 29/06/2011 ήμουν παρουσιαστής του θέματος «Καλές Πρακτικές ΕΚΕ στην Τουριστική Βιομηχανία». Στο συνέδριο KPMG & CIIM ήμουν παρουσιαστής του θέματος «Αειφόρος Τουρισμός». Το συνέδριο «Waste Management in the Hotel Industry» ως πρόεδρος του CSTI (Cyprus Sustainable Tourism Initiative) ήμουν ένας εκ των τριών οργανωτών αυτού του διεθνούς συνεδρίου το οποίο είχε τεράστια επιτυχία. Έχω δώσει αρκετές διαλέξεις, σε φοιτητές από το Ισραήλ, Γερμανία, Αγγλία και Κύπρο αλλά και σε

οργανωμένα σύνολα (Coeur de Lion Lions Club, UKCA και άλλα) με θέματα τον Τουρισμό Ειδικών Ενδιαφερόντων, Εμπειρικό Τουρισμό και Αειφόρο Τουρισμό.  
Στο συνέδριο «Ecotourism Carbontour Conference 2012” που διοργανώθηκε από το Πολυτεχνείο στις 10/12/2012 στη Αθήνα παρουσίασα το θέμα «Sustainable tourism: benefit for the company, friendly to the environment”

**Μέλος του ΠΑΣΥΔΙΞΕ ( Παγκύπριος Σύνδεσμος Διευθυντών Ξενοδοχείων)**

Υπήρξα και μέλος του Διοικητικού Συμβουλίου

**Ιδρυτικό μέλος του Συνδέσμου Ειδικών Ενδιαφερόντων**

Υπήρξα μέλος του Διοικητικού Συμβουλίου

**Μέλος του SKAL International**

**Ιδρυτικό μέλος του CSTI (Κυπριακός Σύνδεσμος Αειφόρου Τουρισμού) και**

**Πρόεδρος από την ίδρυση του μέχρι σήμερα**

**Μέλος του προγράμματος “Ambassadors in tourism” του Κυπριακού Οργανισμού Τουρισμού**

Έχω γράψει άρθρα για τον Τουρισμό Ειδικών Ενδιαφερόντων και για το Αειφόρο Τουρισμό σε περιοδικά και εφημερίδες της Κύπρου και του εξωτερικού. Έχω επίσης δώσει διαλέξεις για τον Τουρισμό Ειδικών Ενδιαφερόντων και για τον Αειφόρο Τουρισμό στην Κύπρο και στο εξωτερικό.

## Europass Curriculum Vitae

### Personal information

First name / Surname	<b>Sofronia Panayiotou</b>
Address(es)	*****
Telephone(s)	00357-*****
E-mail	*****
Nationality	Cypriot
Date of birth	*****
Gender	Female

### Work experience

Dates	From October 2010 to June 2011
Occupation or position held	Educator
Main activities and responsibilities	Visiting schools and giving lectures within the scope of informing and sensitizing people regarding the shortage of water and providing ways to economize it. The lectures were assisted by PowerPoint Presentation.
Name and address of employer	Water Development Department, 100 -110 Kennedy Avenue, 1047 Pallouriotissa, Nicosia
Dates	From February 2009 – continues
Occupation or position held	History Instructor

Main activities and responsibilities Teaching of the course History of Cyprus by giving lectures, watching PowerPoint Presentations and documentary films and by organising field trips.

Name and address of employer College of Tourism and Hotel Management, 29 Onasagorou street, 1502 Nicosia

From September 2007aes – continues

Dates

Occupation or position held Private tutor ( high school students)

Main activities and responsibilities Teaching of Modern Greek language and literature, Greek history and ancient Greek to high school students.

### Education and training

Dates From September 2007 - September 2008  
Title of qualification awarded Master of Arts in Modern Greek Studies  
Principal subjects/occupational skills covered Modern Greek poetry of the 20<sup>th</sup> century  
History of Greece in the 1940's  
Dissertation based on Cyprus history  
Name and type of organisation providing education and training King's College London

Dates From September 2002 - June 2006  
Title of qualification awarded Degree in History & Archaeology  
Principal subjects/occupational skills covered Greek and European history  
History of Middle East  
Modern Greek and ancient Greek language and literature  
Name and type of organisation providing education and training University of Cyprus (transfer from the University of Crete)

### Personal skills and competences

Mother tongue(s) Greek

Other language(s)

Self-assessment

European level (\*)

#### Understanding

Listening

Reading

#### Speaking

Spoken interaction

Spoken production

#### Writing

English

C1 Proficient user C1 Proficient user C1 Proficient user C2 Proficient user C1 Proficient user

(\*) [Common European Framework of Reference for Languages](#)  
IELTS (International English Language Testing System) examination  
Overall Band Score: 6.5

Social skills and competences	<ul style="list-style-type: none"> <li>Good communication skills gained through my experience in teaching as well as my work experience in my effort to organise presentations at schools.</li> </ul>
Computer skills and competences	<ul style="list-style-type: none"> <li>Good command of Microsoft Office™ tools, E-mail and Internet.</li> </ul>
Driving licence	D
<b>Additional information</b>	References supplied on request.

## **SOTEROULLA CHRISTODOULOU**

\*\* \*\*\*\*\* , \*\*\*\*\* \*\*\*\*\*13 Smyrnis, Nicosia 1026  
Home: \*\*\*\*\* - Cell: \*\*\*\*\*\_  
\*\*\*\*\*

### **Summary**

Hard working and energetic Account Manager and top-rated sales associate with more than 10 years leading dynamic sales teams in fast-paced markets. Multi-lingual Account Manager willing to go the extra mile to provide exceptional customer service. Advanced understanding of travel customers. . Hardworking person whose wide-ranging background includes 15 years as a Sales Executive. Focused on customer service and team working, as well as streamlining operations to promote organizational efficiency. Remains calm and level-headed when faced with distressed agents and corporates. Brings knowledge of ticketing and sales and willingness to work flexible schedule. Focus on market, competitors. Think one step ahead by introducing attractive and competitive fares which increase volume, revenue and gain market share to the industry. Read and understand in full fare rules.

### **Highlights**

Superior communication skills Goal-oriented  
Team player Strong lead development skills  
Organized  
Persuasive communication  
expertise  
Service oriented Responsible  
Expert Problem Solver  
Interpersonal skills

### **Accomplishments**

Introduced corporate, IT, special fares  
Led a sales and ticketing training for 20 travel agents.  
Price Co ordinator.  
Revenue & Sales Analyst  
Organised sales meetingsfor new product presentation  
Nominated and elected in Dubai area to participate in Talent and Sales Program where I got my diploma.

### **Experience**

#### **ACCOUNT MANAGER - SALES EXECUTIVE**

November 2002 to October 2014

#### **LUFTHANSA GERMAN AIRLINES - NICOSIA**

Led sales calls with team members to establish sales and customer retention goals.  
Managed a regional sales staff of 6 members.

Shared product knowledge with customers while making personal recommendations.  
Introduced and published new fares when needed based on market needs, flight forecast  
Created Agent Incentive Program Contracts  
Created Agent Group Contract  
Created Corporate Customer Contract  
Led Sales Presentations  
Evaluated and booked Adhock and Series groups

### **RESERVATION & TICKET SALES SUPERVISOR**

April 1996 to September 2002

#### **AMERICAN AIRLINES - NICOSIA**

Handled public and agent telephone lines.  
Created bookings.  
Quoted fares.  
Issued & Reissued tickets.  
Apply fare rules and condition of carriage  
Processed Refunds

### **Teaching Experience**

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September 1999 - March 2002

#### **College of Tourism**

Part time Lecturer in Travel and Tourism. I was responsible for the IATA UFTAA Course.  
September 2002 - March 2005

#### **Intercollege Limassol**

Part time Lecturer in Travel and Tourism. I was responsible for the IATA UFTAA Course.  
September 2005 - March 2007

#### **C.D.A College**

Part time Lecturer in Travel and Tourism. I was responsible for the whole Course of the Travel and Tourism  
September 2007 - March 2013  
Organized my own classroom as an IATA Instructor to Marine Agent's in Limassol (Marine Wings, Interorient, Eurasia, Columbia, Marlow)

### **Education**

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**High School Diploma: TRAVEL AND TOURISM, 1993**

**COLLEGE OF TOURISM - NICOSIA, CYPRUS**

IATA UFTAA FOUNDATION COURSE TRAVEL AND TOURISM

IATA UFTAA CONSULTANT COURSE TRAVEL AND TOURISM

IATA PROFESSIONAL SKILLS FOR INSTRUCTORS

#### **Language Understanding Speaking Writing**

Greek Excellent Excellent Excellent

English Excellent Excellent Excellent

French Very Good Very Good Very Good

**Curriculum Vitae**

<b>Full Name:</b>	Prof. Andreas Siamarou
<b>Rank:</b>	Associate Professor
<b>Scientific Domain:</b>	Informatics-Networks-E-Business-Management

**Educational qualifications**

Degree	Year	Awarding Institution	Department	Thesis title
PhD/MPhil	2001	University of Glamorgan, United Kingdom	Electronics	Wideband Radio Characterization at 62.4GHz
BEng(Hons) First class	1998	University of Glamorgan, United Kingdom	Electronics	A Baseband PRBS Transceiver
HND	1993	Higher Technical Institute (HTI), Cyprus	Electrical	A Telephone Installation of Housing Complex
MBA	Summer 2019	University of Nicosia, Cyprus	Business Administration	Management

**Employment history**

Period of employment		Employer	Location	Position
From	To			
2016	Date	Visiting Professor Higher Tertiary Institutions	Cyprus	Academic Development and Quality Assurance Consultant in Higher Education
2013	2015	University of Central Lancashire, (UCLan, Cyprus)	Cyprus	Academic Development Lead
2012	2013	University of Central Lancashire, (UCLan, Cyprus)	Cyprus	Research and Quality Assurance Lead
2010	2011	Cyprus Foundation of Research and Studies (CFRS)	Cyprus	Director Research & Development
2010	2011	Technical University of Cyprus, (CUT)	Cyprus	Visiting Scientist



**Key refereed journal/ conference publications or monographs (list up to 5)**

	Year	Title	Other authors	Journal/ Conference/Publisher	Vol.	Pages
1	2013	“60 GHz wireless Links for HDTV: Channel Characterization and Error Performance Evaluation”	Panayiotis Theophilakos and Athanasios G. Kanatas	Progress in Electromagnetic Research C- (Impact factor: 5.298)	36	195-205
2	2010	“A Wideband Frequency Domain Channel Sounding System and Delay Spread Measurements at the Licence free 57-64 GHz Band”,	Miqdad O. Al-Nuaimi	IEEE Transactions on Instrumentation and Measurement	59	519-526
3	2009	“Digital Transmission over Millimeter-Wave Radio Channels: A Review”		IEEE Antennas and Propagation Magazine	51	196-203
4	2008	"The 57-64 GHz Unlicensed Band: Correlation Bandwidth Estimation and Comparison for Time-Variant and Static Channels		IEEE Antennas and Wireless Propagation Letters	7	393-395
5	2008	“A Swept-Frequency Wideband Channel Sounding System at the 63.4-64.4 GHz Band with 1ns Time-Resolution		International Journal of Infrared and Millimetre Waves	29	1186–1195

**Advisory services - participation in councils / publishing committees / Awards / international distinctions**

1	Institution	Council	Committees	Awards/ distinctions
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2	Higher Hotel Institute (HHI)		Internal Quality Assurance	-First Prize Award, Worldwide, Institution of Engineering and Technology (IET), "Wireless Mobile and Personal Broadband Communications: From Myth to Reality!",
3	UCLan Cyprus		Research & Knowledge Transfer Committee,	-Third Prize Award, European, Institution of Engineering and Technology (IET), Presentation Award, "Wireless Mobile and Personal Broadband Communications: From Myth to Reality!" Includes IET Young Members of the European Region November 2000, Aachen Germany
4	UCLan Cyprus		Academic Standards & Quality Assurance Committee	-First Prize Award, Institution of Engineering and Technology (IET), Presentation Evening, "A Baseband Pseudo Random Binary Sequence (PRBS) Transceiver" Includes IET Young Members East Wales, United Kingdom, 1998. Awarded The University of Glamorgan's-School of Electronics Scholarship for PhD studies value

5	European Institute of Management and Finance (EIMF)		Internal Quality Assurance	-MBA Full Scholarship, 2009, €15000
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**Dr. Sotiris Hadjigeorgiou (CURRICULUM VITAE)**

**Summary**

- 
- Profile Male, 53, Married
  - Nationality Greek - Cypriot
  - Current Location Yiolou – Paphos
  - Current Position Managing Director  
Assistant Surveyor  
Self representative  
  
Lower
  - Organizations Focus Expectations  
Cadastre Department  
Supreme Court CY
  - Preferred Location England, UAE, SA
  - Salary Expectation Negotiable

**Work Experience**

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Jan. 2010 - Present

Focus Expectations LTD

Director

The small company is active in the field of

Energy production from renewable sources of

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energy the sun. Operated both Cyprus and Greece. Since 2016, it has expanded into agriculture, through the production of various product such as citrus fruits, olives and almonds.

I am responsible for:

- Establishing business annual plans and goals
- Setting & developing strategies and objectives
- Monitoring & analyzing market trends and opportunities.
- Preparing and reporting ΦΠΑ business responsibilities
- Resolve problems with all business activities
- Making Research
- Establishing effective customer relationships

My main achievement in this job include:

- In spite of the great financial crisis that has affected and affective the Cyprus economy in recent years, I managed to create a well-established business.
  - I have grown up the range of business activities of the company.
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Aug, 1987 - Jan , 2002

Tourism Industry of Cyprus.

After I completed my professional Education in the Hotel and Catering institute at Nicosia, I worked in many hotels ranging from three stars to five stars. I started on from a kitchen boy and in a few years, I got to position of the executive chef. At the same time, I worked in many restaurants as a second job.

Such hotels were the Miramare, Golden Coast, Bella Napa, Alexander the Great, Aloe, Cypria Maris e.g.

Department Manager

As an Executive Chef, I was responsible for all operations within the kitchen. The duties I performed as an Executive Chef include the following:

- Ordering Supplies.
  - Cooking.
  - Recipe and Meal Creation.
  - Staffing.
  - Accounting.
  - Reporting
  - Establishing effective HRM practices.
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Reason for leaving:

The Hospitality sector and especially the tourism industry are very sensitive to the competition and to external conditions changes. Furthermore, due to the above conditions the tourism sector is famous for the negative human practices in the workplaces.

Therefore, after Gulf war I decided to change work for a more secured job

Jan, 2000 - Present

Supreme Court

The Cyprus legal system was based on the English legal system.

The laws applicable are the following:

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- The Constitution of the Republic of Cyprus
  - The laws retained in force by virtue of Article 188 of the Constitution
  - The principles of Common Law and Equity
  - The Laws enacted by the House of Representatives.

Following the accession of The Republic of Cyprus to the European Union in 2004, the Constitution was amended so that European law has supremacy over the Constitution and national legislation.

Because of this legal system, individuals have the right to handle their own affairs, even if they are not lawyers. Since 2000 I have been handled and handling dozens cases mainly in the Supreme Court. My cases are a matter of both administrative and criminal law (Ref.: <http://www.cylaw.org/>).

### **Other Work Experiences**

Jan, 2002 - 2010

Republic of Cyprus (Cadastre Department)

Assistant Surveyor

My duties was to assist in land and building survey

### **Education**

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Jan, 2009 - Jan, 2017	Northcentral University, Arizona, United States (USA)  DBA in HRM, Doctor of Business Administration with a Specialization in Human Resource Management  GPA – 3.43
Sep, 1998 - Sep, 2002	Sheffield Hallam University, Sheffield, United Kingdom (UK)  Master in Hospitality Management, MSc.  GPA - 50%
Sep, 2003 - Sep, 2005	Sheffield Hallam University, Sheffield, United Kingdom (UK)  Master in Tourism Management, MSc.  GPA – 52%
Aug, 2002 - Sep, 2003	College of Hotel and Tourism management, Nicosia, Cyprus (CY)  Bachelor in Hospitality Management. BA  GPA - 76%
Aug, 1984 - Aug, 1987	Hotel and Catering Institute, Nicosia, Cyprus (CY)  Diploma of Higher Education in Cookery  GPA - 72%

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## **Publications**

-Hadjigeorgiou, L. S. (2017). The Employment Relationship in the Cyprus Tourism Industry in Relation to Organizations' Long-Term Success. (ID: 11747). Available from ProQuest Dissertations & Theses Global. (8854533376)

-I am in the process of publishing my dissertation in two articles in the Hospitality Journal

## **Languages**

Greek	Native
English	Fluent

## **IT Skills**

Windows and Office Tools	Advanced
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## **Other Certificates**

Taxi Driver License	Professional
Bus Driver License	Professional
Truck Driver License	Professional

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PERSONAL  
INFORMATION

Maria Kyriacou



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WORK EXPERIENCE

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04/09/2016 - 23/06/2018

Owner-director-teacher in private institute “Maria Kyriacou”  
Latsia (ex SoloMind)

- Business administrator
- Office administrator
- Registration of invoices
- Fees collection
- Payments (salaries, utility bills)
- Program scheduling
- Electronic report of students’ progress and evaluations (excel)
- Daily communication with parents-customers through email or telephone
- Promotion of the business through social media and google ads
- Teacher

11/06/2015–Present

Customer service

Zorbas Ltd, Nicosia (Cyprus)

- cashier (POS system)
- customer service
- registration of invoices
- receiving suppliers and product control

	Waitress	
	Crepaland, Nicosia (Cyprus)	
01/10/2014– 31/01/2015	- waitress - cashier -chef assistant -receptionist	
EDUCATION AND TRAINING		
07/09/2015– 01/02/2016	Master in Teaching French as a foreign language  University of Cyprus, Nicosia (Cyprus) - Methodologies of teaching - Sociolinguistics and French as a foreign language - Effectiveness and improvement of school - Applied statistics in education - Teaching the grammar in an action-oriented approach	EQF level 7
05/09/2011– 10/06/2015	Diploma (ptichio) in French Language and Literature  University of Cyprus, Nicosia (Cyprus)  General: French linguistics, French Literature, Theories et Practices of Teaching French as a foreign language, Sociolinguistics, Languages in contact, Theories and Practices of Translation, English, Spanish, Methods of qualitative and quantitative research	EQF level 6
04/09/2013– 31/05/2014	ERASMUS  Université de Lorraine, Nancy (France)	EQF level 6
01/09/2008– 23/06/2011	"Apolytirion" (équivalent Baccalauréat)  High school (lyceum) Archiepiskopou Makariou III, Dasoupoli, Nicosia (Cyprus)	EQF level 3

PERSONAL SKILLS

Mother tongue(s)

Greek

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

French

C1	C1	C1	C1	C1
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DELF - Level B2

International General Certificate of Secondary Education - French  
 Diploma (ptichio) of French Language and Literature  
 Master in Teaching French as Foreign Language

English

C1	C1	C1	C1	B2
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General Certificate of Education - O'Level

Spanish

A2	B1	A2	A2	A2
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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 communication skills and interpersonal relations gained through my experience in customer service
- excellent ability to adapt in multicultural environments, achieved through living abroad
- excellent communication with children (students) gained through my practical training in the course of the French Language Teaching as a foreign language and the experience as owner and professor at my private institute
- good contact with parents in terms of good cooperation and constant awareness of the progress of their children

- team spirit gained through team projects realized during my studies in Cyprus and in France and also through my experience in customer service
- excellent contact with the students of different age achieved through my practice (stage) in the context of the course *Teaching French as a Foreign Language*

Organisational and management skills

- very good administrative and organizational skills acquired as the owner and manager of the design studio - good organizational skills acquired as a waitress and phone operator for the overall organization of the shop and better customer service - good management skills acquired as a cashier in the Zorbas bakery for better and faster customer service

Job-related skills

- A high level of mastering of French gained through my experience in France in the context of the exchange program (ERASMUS).
- Good command of teaching in general and especially of teaching French as a foreign language.
- Good command of teaching methods.
- Good command of qualitative and quantitative research methods.

Digital competence

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Independent user	Independent user	Basic user	Basic user

Digital competences - Self-assessment grid

- good command of office suite (word processor, spread sheet, presentation software) –*Microsoft Office*
- good command of the computer in general (internet, social media, etc)
- basic knowledge of SPSS

Other skills

- 02/10/2019- present dance club
- 12/06/2017 – present volunteer at dogs' shelter
- 24/06/2011 participation in the high school piece of theatre, "MAMMA MIA!" , whom the benefits were donated to the EUROPA DONNA organisation of Cyprus.

Driving licence B

ADDITIONAL  
INFORMATION

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Conferences - 17/03/2011 Euroscola Day at the European Parliament in Strasbourg

Seminars - 29/11/2014 Study Day : "Enseigner et Apprendre le FLE en contexte" - "Teach and Learn the French as a Foreign Language in context" University of Cyprus

Projects - Memoire-Dissertation : "The curriculum of teaching French as a foreign language: the case of Cyprus"  
- Mémoire- Dissertation : "L'humour en classe" - "The humor in the class"- quantitative research / sociolinguistic and teaching aspect  
- Dissertation : "The impact of the vernacular language in the class of french"  
- Dissertation : "The effectiveness of teaching basic courses in french"

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## CURRICULUM VITAE

### Pandelis Mitsis

Address: \*\*\*\*\*

2039 Nicosia

Telephone: \*\*\*\*\*

E-mail: \*\*\*\*\*

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#### Date of Birth

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#### Family Status

Single

#### Education

##### 2005-2013:

University of Cyprus, PhD in Economics.

*Thesis Title:* "Essays in Applied Labour Economics and the Environment"

##### 2000-2001:

University of Warwick, MSc in Economics and Finance.

##### 1996-2000:

University of Cyprus, BSc in Economics.

## **Experience**

February 2017 – present:

Lecturer, Casa College.

October 2016 – January 2018:

Lecturer, KES College.

October 2013 – December 2014:

Lecturer, Cyprus Institute of Marketing.

January 2009 – December 2011:

Teaching Assistant, Department of Economics, University of Cyprus.

June 2003 - May 2005:

Temporary Statistics Officer, Statistical Service of Cyprus, Ministry of Finance.

October 2001 - June 2003:

Special Scientist, Economics Research Centre, University of Cyprus.

## **Fields of Interest**

Research: Applied Econometrics, Labour Economics, Minimum Wages, Environmental Economics.

Teaching: Macroeconomics, Econometrics, Labour Economics, Growth Economics.

## **Scholarships, Honors and Awards**

First Prize of Academic Excellence, Department of Economics, University of Cyprus, 2000.  
(For the best undergraduate dissertation on a sector of Cyprus economy)

Department of Economics PhD Scholarship, University of Cyprus, 2012.

## **Computer Skills**

Econometric and Statistical Packages:

STATA

E-Views (Econometric Views)

SAS (Statistical Analysis System)

TSP (Time Series Processor)

Other Software:

Microsoft Office: Word, Excel, Power Point & Outlook.

## **Language Skills**

Greek: Mother Tongue

English: Excellent

## **Conference Presentations**

ASSET Annual Meeting (2012), Limassol, presented: 'Effects of minimum wages on total employment: Evidence from Cyprus'.

Tourism Modeling and Competitiveness: Implications for Policy and Strategic Planning (2003), Paphos, presented: 'Using Brochure Information for the Hedonic Analysis of Holiday Packages'.

## **Publications**

### *In Refereed Journals:*

Mitsis, P. (2015), "Effects of Minimum Wages on Total Employment: Evidence from Cyprus", *Journal of Labor Research*, 36(3), 318-345.

Haroutunian, S., P. Mitsis and P. Pashardes (2005), "Using Brochure Information for the Hedonic Analysis of Holiday Packages", *Tourism Economics*, 11(1), 69-84. (An earlier version exists in: *Economic Policy Papers*, 02-04, March 2004)

### *Other Publications:*

Mitsis P. and L. Christofides (2004), "The Macroeconomic Model of Cyprus: Estimation of Quarterly

Time Series for the GDP and the Domestic Expenditure Components of Cyprus for the years 1990-2001", *Economic Analysis Papers*, 01-04. [in Greek]

Karamanou, P., P. Mitsis and P. Pashardes (2003), "The Macroeconomic Model of Cyprus: Some Early Results", *Economic Policy Papers*, 04-03. [in Greek]



# Erasmia Dede

Cyprus residence: \*\*\*\*\*

Telephone: \*\*\*\*\*

Email: \*\*\*\*\*

**PROFILE:** Born to Greek parents on 21<sup>st</sup> of March 1986 in San Diego, California. Both an American and a Greek citizen. A highly motivated English language teacher, who has graduated from University of Athens, Greece. Especially interested in culture, languages and travelling. Enjoys working in teams, loves motivating and creative activities. Being an active member of a volunteer organization, appreciates team spirit and the values of offering to community.

## **EDUCATION/ QUALIFICATIONS:**

- **Currently attending MA Teaching Greek as Foreign/Second Language, University of Nicosia, 2018**
- **BA Faculty of English and Greek Language and Literature, School of Philosophy, National and Kapodistrian University of Athens, Sept 2003-July 2008**

Studied a wide variety of subjects both about Linguistics and Culture. These subjects covered theoretical approaches and applied techniques of teaching as well as the whole range of English Literature starting from its early days up to modern, post-modern and contemporary works of art.

Her degree is specialized in Literature and Culture.

She also participated in Erasmus scholarship program spending a whole semester in Castilla La Mancha University in Spain, in 2006-2007 where she obtained very good marks.

- **Degree from Greek Senior High School, Sept 2001-July 2003**

After completing the first year of basic education on various subjects taught in greek senior high schools, continued the following two years in the Theoretic branch dedicating herself in Ancient Greek, Latin, History, Philosophy, Poetry and Prose subjects.

- **German language Certificate(ZERTIFIKAT DEUTSCH, b2) from Goethe Institute, Aug 2000**
- **Spanish language Certificate(NIVEL INTERMEDIO, b2) from Cervantes Institute, Mar 2008**
- **British Council IELTS, Academic Form, Jul. 2010**

- **Spanish language Certificate(NIVEL AVANZADO, c1) from Cervantes Institute, May 2014**
- **Turkish language A1 courses, June 2016**
- **Participation in several seminars organized by Burlington Books**
  1. **“Mental and Cognitive Status of Students and Knowledge Development” Mar. 2008**
  2. **“Interactive Whiteboard Activities to Enhance Learning” June 2010**
- **Participation in several seminars on linguistics and teaching organized by the Hellenic American Union in Athens**
  1. **“ECCE Writing Assessment”, Feb. 2009**
  2. **“How to improve student’s linguistic performance”, Feb. 2009**
  3. **“Strategies and Tasks to Develop Resourceful Speakers”, Nov.2015**
  4. **“Web of Words: Issues in Vocabulary Learning”, Nov.2015**
- **Participation in Citizens’ Dialogue “What does the EU do for me?”, organized by The European Commission Representation in Cyprus in collaboration with the European Documentation Centre, Feb. 2019**
- **Microsoft Excel, Office (Word, PowerPoint) knowledge**
- **Participation in ‘Beyond the Classroom’ workshop organized by Oxford University Press, Feb.2019**

## **WORK EXPERIENCE:**

- **English Goals Private Institute, English Teacher, Nicosia September 2018 and still teaching.**
- **EUROGNOSI Language School, English and Spanish Teacher Nicosia September 2017- June 2018**
- **Private tuition and home based classes in English language and literature Sept.2013- June 2017**
- **Real time interpretation on behalf of Poliplast greek medical& pharmaceutical company, Düsseldorf Germany November 2016, United Arab Emirates January-February 2017**
- **“Flora Tsamili Private School of Languages” ,English Teacher, Salamina, Greece, Sept 2007-June 2013**
- **Private tuition on Greek literature, Latin Grammar and syntax, Ancient Greek and Greek Essay and Writing**
- **Officially Acknowledged and Authorized Teacher by the Greek Ministry of Education**
- **Translations of maritime journals, football books, educational papers.**

Has got a total of eleven-year experience as an English teacher both in classes and in private schooling. Her students have achieved high degrees provided by British Council, Cambridge University, the Hellenic American Union and the University of Michigan.

She is familiar with and has worked on Phonics strategies and CLIL approach.

### **ADDITIONAL INFORMATION**

- Member of the **Scout Association** since 1997. Qualified leader of a scout group from 2004 until 2013. Has organized more than ten camping weeks for young children.
- Artistic make-up degree from **Atelier Internationale School of Makeup**, June 2011
- “Ingreso” degree in flamenco dancing, from the **Spanish Dance Association**, June 2012
- Has several articles about contemporary issues published in “**Ampariza**” **online magazine**.
- Takes part in theatrical plays and photoshoots as a makeup artist
- Driving license since 2005.

# Elena Panayiotou

Business Studies  
Lecturer

## Personal Info

Personal information  
cannot be displayed here

## Languages

English, Nicosia, Cyprus

German, IIK Düsseldorf, A  
1.2 Berlin, Germany

## Seminars

2019

The 4 Essential Roles of  
Leadership, Nicosia, Cyprus

2016

Destination Quality, Erasmus  
+ Programme, Poland

2015

Crisis As An Opportunity,  
University of Nicosia, Cyprus

2015

Time Management, University  
of Nicosia, Cyprus

2014

Entrepreneurship: A Global  
Perspective, University of  
Nicosia, Cyprus

I consider myself to be a hardworking, committed person with a hands-on approach to work. I am an enthusiastic well motivated individual, who always strives to achieve the highest standard possible, at any given task. I possess excellent organizational skills and I am also a good timekeeper, always willing to learn new skills. I am able to meet deadlines and can work within a team or on my own. I am confident and can use my own initiative when required. I am also keen to continue my own self development.

## Experience

- 2020-01 - **KES COLLEGE, Lecturer**  
present *School of Business and Administration Studies*  
**Teaching:**
- Introduction to Economics
  - Introduction to Economics - Microeconomics
- 2018-10 - **INSTITUTE OF BANKING STUDIES, Lecturer**  
present *American's Bankers Association educational programs*  
**Teaching:**
- Principles of Banking
- 2018-10 - **COLLEGE OF BUSINESS STUDIES, Lecturer**  
present *COLLEGE OF BUSINESS STUDIES, Accounting, Banking and Finance Department*  
**Teaching:**
- General Accounting
  - Introduction to Financial Accounting
  - Managerial Accounting
- 2018-09 - **GOVERNMENT EDUCATIONAL INSTITUTES,**  
present **Accounting Teacher**  
**Teaching:**
- LCCI Level 2
  - LCCI Level 3
- 2017-03 - **UNICAF ONLINE UNIVERSITY, Lecturer - Online**  
present **Tutor**  
*Academic Staff*  
Provide the appropriate student welfare and academic counselling responsibilities.  
**I have been responsible for the following courses:**
- Accounting I
  - Accounting II
  - Accounting and Finance for Managers
  - Economics for Planning
  - Macroeconomics
  - Microeconomics
  - Statistics, Decision-Making and Modeling
  - Theories of Management

## Publications

- As a member of the editorial team, Charalambides Y, (2019), "Anatomy of Cyberwar: Strategies, Methods, Legal Aspects and New Weapon", Nicosia.
- As a member of the editorial team, Charalambides Y, (2018), "Technology: The Language of Power, Information under the Shadow of Digital & Political Marketing", Nicosia.
- As a member of the editorial team, Charalambides Y, (2018), "Cyber Security", Nicosia.

2016-10 -  
present

### **LEDRA COLLEGE, Head of Business Studies and Accounting and Finance Department**

*Accounting and Finance Department*

#### **Academic Duties:**

##### **Teaching:**

- Business Strategy
- Business Law
- Costing and Budgeting
- Financial Reporting
- Financial Systems & Auditing
- Introduction to Accounting
- Introduction to Business
- Introduction to Business Finance
- Introduction to Economics and Business Environment
- Operations Management

##### **Research:**

- Conducting further research into the Financial Economic Development.
- Member of the College's annual Journal team of editors.

##### **Course Leader Duties:**

- Participating in course setting committees, curriculum revision and academic planning.
- Developing the syllabii for Business Administration related modules.
- Scheduling the Lecturers' and Students' Timetable for every Semester.
- Preparing the Functional Aspects for Ministry of Education.
- Coordinating the MA program in International Relations, Global Economy & Conflict Analysis (VUZF UNIVERSITY).

2015-02 -  
2015

### **Human Resource Supporting - Internship Staff**

*C.A. PAPAELLINAS LTD, Human Resource Department*

- Administration support to HR department.
- Maintaining records, information and updating the staff profiles.
- Attend the interview procedures and conducting orientation.

2015-05 -  
2015-11

### **Office Manager**

*HOUSE OF INVESTMENT LTD*

- Book Keeping, prepare accounting statements VAT forms, bank reconciliation, payroll, collection payments from debtors, suppliers and other creditors payments and administration duties.
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Assist in preparation of Investment Portfolios.

- 2013-12 - **Accountant**  
2015-05 *EMINENTIA TRADING LTD, Accounting Department*
- Book Keeping, prepare accounting statements, Vat forms, payments, payroll, contact with banks and suppliers.
  - Monitoring bank standing orders made by customers.
  - Reconcile the bank statements for all accounts.
  - Record the receipts and invoices to the Accounting System (INTACT).
  - Prepare special financial reports by collecting, analyzing, and summarizing account information.
  - Stock Taking - Counting and summarizing quantities by item.
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## Education

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- 2019-09 - **European University of Cyprus, Nicosia, Cyprus**  
present  
PhD Candidate in Business Administration
- 2014-09 - **Mediterranean Institute of Management, Nicosia, Cyprus**  
2015-11  
**MBA, Master in Business Administration 2015**
- Dissertation Theme:** The Factors Affecting E-Banking Services in Businesses - The Case of Cypriot Enterprises
- 2008-10 - **University of Cyprus, Nicosia, Cyprus**  
2013-06  
**BSc in Economics, 2013**
- Dissertation Theme:** How the Financial Development Affects the Economic Development - The Case of European Countries
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## References

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Dr. Epaminondas Epaminonda, **University of Nicosia**, School of Business Department of Management and MIS, Assistant Professor, epaminonda.n@unic.ac.cy, +357 22841940

Dr. Panayiotis Laghos, **European University Cyprus**, School of Business Administration, Scientific Collaborator, plaghos@hotmail.com, +357 99446303

Ioanna Pitta, **Eminentia Trading Ltd**, CEO, info@eminentia.com.cy, +357 99655700

Vicky Charalambous, **C.A. Papaellinas Ltd**, HR Officer, +357 99378624

Pantelis Solomis, **House of Investment**, CEO, p.solomis@houseofinvestment.com, +357 99476408



**Europass**  
**curriculum vitae**



• **PERSONAL INFORMATION**

Surname(s) / First name(s)	▪ <b>Papachristoforou Evanthia</b>	
Telephone(s)	*****	Mobile: *****
Fax(es)		
E-mail(s)	*****	
Website		
Nationality(-ies)	Greek	

• **EDUCATION**

Dates1	Sept. 1997 – Sept. 1998
Title of qualification awarded2	Master of Science (MSc) in Marketing, (Distinction)
Name of awarding institution3	Glasgow Caledonian University, U.K.
Key features4	The programme focused on the delivery of knowledge and practical experience in Marketing contained study on subjects such as Management Information, Management Processes Functions, Managers Environment, Managing People, Marketing Decision Making, Market Analysis, International Marketing and Marketing Communications.

Dates1	Sept. 1994 – June 1997
Title of qualification awarded2	Bachelor of Arts (Hons) Degree in Public Relations with specialisation in Marketing (2:1)
Name of awarding institution3	The Philips College, Nicosia, Cyprus.
Key features4	The programme focused on the delivery of knowledge of Public Relations, Marketing, Management Communications, Media, Advertising and Sales Promotion, Topics in Applied Finance & Economics, Computer Management for the Office as well as emphasis was given on the French and German Languages.

• **WORK EXPERIENCE**

Dates	February 2018– <b>Present</b>
Employer Name <sup>5</sup>	College of Tourism and Hotel Management
Occupation or position (s) held <sup>6</sup>	<b>Lecturer in Marketing (Part-time)</b> Main duties include teaching of the following subjects: International Marketing and Marketing Management
Main activities and responsibilities	October 2017 – May 2018 CASA College <b>Lecturer in Marketing (Part-time)</b> Main duties include teaching of the following subjects: International Business, Services Marketing, Marketing Management, International Marketing, Introduction to Marketing
Dates	
Employer Name <sup>5</sup>	
Occupation or position (s) held <sup>6</sup>	February 2016 – <b>Present</b>
Main activities and responsibilities	
Dates	
Employer Name <sup>5</sup>	CDA College, Nicosia & Larnaca, CY
Occupation or position(s) held <sup>6</sup>	<b>Lecturer in Public Relations and Marketing (Full-time)</b>
Main activities and responsibilities <sup>7</sup>	Main duties include teaching of the following subjects: Public Relations, Services Marketing, Marketing Management, Marketing in Travel and Tours, Secretarial Duties I & II, Office Organization I & II, Public Relations and Publicity I & II, Advanced Secretarial Duties III & IV, Time Management I & II, Organizational Behaviour I & II, Human Resource Management I & II and strengthening students' critical thinking as well as evaluating and assessing them on these courses, with the main responsibilities as a Lecturer.
Dates	<b>December 2016- Present</b>
Employer Name <sup>5</sup>	UNIC Online Ltd (UNICAF Online Platform)
Occupation or position(s) held <sup>6</sup>	<b>Part-time Lecturer</b>
Main activities and responsibilities <sup>7</sup>	Responsible for specific online teaching, grading and the submission of final grades that are to be completed for UNIC.
Dates	Jan. 1998 – March 2015
Employer Name <sup>5</sup>	The Philips College, Nicosia, CY



Occupation or position(s) held<sup>6</sup>

**Lecturer in Public Relations and Marketing**

September 2008-March 2015

**Registrar, The Philips College**

Main activities and responsibilities<sup>7</sup>

Responsible for delivering the theoretical background per subject taught, the development of critical thinking of students and delivering student assessments as well as supervision of the students' dissertations. Administrative responsibilities included the involvement in the preparation of the documentation necessary for the Ministry of Education for inspection.

As a Registrar of the College I was responsible for developing and implementing student recruitment and retention strategies that maximised and maintained enrolments in all areas of the College that contributed to the ongoing financial viability of the College. Also, I assisted in the co-ordination of and representation at internal events such as open days, family welcomes and orientation events; thus, I was responsible for student records and the documentation being sent to the Ministry of Education.

## ACADEMIC RESEARCH

Dates	Spring 2016
Employer Name <sup>5</sup>	CDA College, Nicosia, CY
Occupation or position(s) held <sup>6</sup>	Lecturer in Public Relations and Marketing
Main activities and responsibilities <sup>7</sup>	Article with the title “Managing the Diverse Workforce in Cypriot Organizations”, being published at CDA College Views, Vol. 7, Spring 2016.
Dates	October 2013
Employer Name <sup>5</sup>	The Philips College, Nicosia, CY
Occupation or position(s) held <sup>6</sup>	Lecturer in Public Relations and Marketing
Main activities and responsibilities <sup>7</sup>	Article with the title «Η Ελληνική γλώσσα στην εκπαίδευση και τη ζωή μας», being published at the periodical of the college Παιδαγωγικοί Παλμοί, Issue 5 October 2013, pg. 23-25.
Dates	March 2010
Employer Name <sup>5</sup>	The Philips College, Nicosia, CY
Occupation or position(s) held <sup>6</sup>	Lecturer in Public Relations and Marketing
Main activities and responsibilities <sup>7</sup>	Article with the title “Understanding Marketing and Public Relations”, The Philips Review, Vol. 2, Number 3, Spring 2010, pp. 219-224.
Dates	Fall 2008
Employer Name <sup>5</sup>	The Philips College, Nicosia, CY
Occupation or position(s) held <sup>6</sup>	Lecturer in Public Relations and Marketing
Main activities and responsibilities <sup>7</sup>	Article with the title «Ιστορική Αναδρομή στο Μάρκετινγκ», The Philips Review Vol. 1, Number 1, Fall 2008, pp. 135-141
Dates	September 1998-September 1998
Employer Name <sup>5</sup>	Glasgow Caledonian University, Glasgow, UK
Occupation or position(s) held <sup>6</sup>	Student
Main activities and responsibilities <sup>7</sup>	Master’s dissertation on the topic: “An investigation into the travel and tourism industry within Cyprus” (Grade: Distinction)
Dates	October 1997 – June 1997
Employer Name <sup>5</sup>	The Philips College, Nicosia, CY
Occupation or position(s) held <sup>6</sup>	Student

Main activities and responsibilities<sup>7</sup>

- **CONFERENCE AND SEMINARS**

Dates

Bachelor's dissertation on the topic: "The knowledge of drug abuse within Cyprus" (Grade: A)

05-06/05/2018 Επιμορφωτικό Σεμινάριο με τίτλο "Sharpen your skills" organized by Cyprus Career Expo

organized by Cyprus Career Expo

15/06/2016 Επιμορφωτικό Σεμινάριο με τίτλο "The importance of research"

organized by Dr N. Rodosthenous

Director of the Research

organized by Dr N. Rodosthenous, Director of the Research Centre at CDA College, Nicosia

Centre at CDA College

Centre at CDA College

30/03/2016 Επιμορφωτικό Σεμινάριο με τίτλο «Σωστή Οργάνωση και Καλή Διαχείριση στο Γραφείο». Διοργάνωση ΚΕΒΕ/ΑΝΑΔ σε συνεργασία με την ομιλήτρια κ. Μιράντα Σιδερά

29/04-02/05/2013 Σειρά Μαθημάτων Φιλοσοφίας

Ενότητα: Φιλοσοφικά Ανάλεκτα

-Ο Λόγος της Φιλοσοφίας και ο Λόγος της Ποίησης

-Φαινομενολογία της Επικοινωνίας

-Η Φιλοσοφία της Σκέψης

30/03/2008 Επιμορφωτικό Σεμινάριο με τίτλο "Climate Change: The Challenges to Small States"  
Invited Speaker: Dr Indrajit Coomaraswamy  
Director, Economic Affairs Division, Commonwealth Secretariat

12/04/2007 Ημερίδα - «Το Χρηματοπιστωτικό Σύστημα & οι Χρηματοοικονομικές Αγορές της Κύπρου: Τρέχουσα Κατάσταση & οι Μελλοντικές Προοπτικές», The Philips College

24/03/2006 Επιμορφωτικό Σεμινάριο με τίτλο «Η αξιολόγηση στην εκπαίδευση: Μέθοδοι και εργαλεία διεξαγωγής της» Ευρωπαϊκό Κέντρο Παιδαγωγικού Προβληματισμού, The Philips College.

18/02/2005 Επιμορφωτικό Σεμινάριο με τίτλο «Πώς θα θέλαμε την εκπαίδευση των παιδιών μας μέσα στο σύγχρονο Ευρωπαϊκό περιβάλλον;» Ευρωπαϊκό Κέντρο Παιδαγωγικού Προβληματισμού, The Philips College.

17/11/2005 Επιμορφωτικό Σεμινάριο με τίτλο «Νεανική παραβατικότητα: Αίτια και προληπτικές παρεμβάσεις» Ευρωπαϊκό Κέντρο Παιδαγωγικού Προβληματισμού, The Philips College.

11/02/2004 Discussion: The Anan Plan, by the ex-Attorney General of the Republic of Cyprus, Mr Alekos Markides, The Philips College.

Attorney General of the Republic of

Cyprus, Mr Alekos Markides, The Philips College.

20/05/2004 Activities and Programmes of the Research Sector organized by the Cyprus Research Promotion Foundation

June/July 2004 7th Annual Seminar for the Training and Development of the Philips Personnel, Philips College (contribution made by the Cyprus Pedagogical Institute)

20/11/2004 Επιμορφωτικό Σεμινάριο με τίτλο «Η πρόταση των εφτά για την Εκπαιδευτική Μεταρρύθμιση στην Κύπρο. Ένας διάλογος». Ευρωπαϊκό Κέντρο Παιδαγωγικού Προβληματισμού.

5/04/2003 Επιμορφωτικό Σεμινάριο με τίτλο «Η χρήση εξαρτησιογόνων ουσιών από τους νέους: αίτια και οι τρόποι πρόληψης»

Ευρωπαϊκό Κέντρο Παιδαγωγικού Προβληματισμού.

Προβληματισμού.

25/01/2002 Επιμορφωτικό Σεμινάριο με τίτλο "Information Technology in Education", The Philips College

05/03/2001 "Process to the Future Challenges and Opportunities" by Shimon Peres, Nobel Laureate- Institute for Eurodemocracy

01-03/07/2000 A three-day forum on staff development

The Philips College

10/02/1999 Επιμορφωτικό Σεμινάριο με τίτλο "The contribution of private tertiary education to the Cyprus Economy" organised by "ΔΗΣΥ" party under the auspices of the Minister of Education and Culture of Cyprus

15/01/1998 Performance Appraisal and Employee Effectiveness.

Aris Petridis

and Associates

Attorney General of the Republic of Cyprus,

Cyprus, Mr Alekos Markides,

- **PERSONAL SKILLS**

Mother Tongue (s)

Greek

Other Languages

English

French

C2

B2

C2

C2

C2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user  
[Common European Framework of Reference for Languages](#)

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Information Technology Skills

Holder of the ECDL Computer Skills Certification (Word Processing, Presentations, Spreadsheets, Online Essentials, IT Security, Computer Essentials, Using Databases)

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Additional Information

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STAFF MOBILITY ERASMUS+

Participated as a Lecturer under the staff mobility Erasmus+ programme at the:

- University of Szeged, Faculty of Engineering, Hungary, February 2017
- University of Maribor, Faculty of Logistics, Slovenia, February 2013
- Klaipeda State College, Lithuania, September 2009

# Curriculum Vitae: GIORGOS A. GEORGIU

*Residence:*

\*\*\*\*\*

*Mobile:* \*\*\*\*\* • *E-mail:* \*\*\*\*\*

## SUMMARY

My BSc is in Computer Science and my MSc in Computer Networking. I have a very good understanding in routing protocols such as IS-IS, BGP, EIGRP, IGRP, OSPF and RIP. I have also experience in setting up VLAN's and troubleshooting with switches and also configuring routers. I have also a very strong IT background as I have worked with a variety of machines, languages, systems, networks, operating environments and major software packages. I have a good understanding in SQL, my English is very good and I also have good analytical skills. I have worked in the past with C++, Java, and .Net.

If there is something that I don't know there is no problem with that, I can learn easily, self-motivated, pursuing, highly motivated and versatile person. I work well in a team and have the ability to adapt to the daily challenges of today's working environments. Contents such as Intrusion Detection and Prevention Systems, Anti-Virus, Content Filtering, URL filtering and Authentication solutions are very familiar to me and I feel very comfortable to deal with them. Also, I have the ability and the desire to travel a lot.

As a skilled, patient, and enthusiastic lecturer/tutor/instructor with experience instructing middle, high-school, undergraduate and post graduate students in computer usage and proficiency. My background and passion for technology and education position me to significantly impact your school/college/institute/university as your next Computer Science lecturer/tutor/instructor.

Classroom management, syllabus development, and innovative educational techniques are just a few of the areas in which I excel. I am adept at using a variety of tactics, strategies, and programs to set the foundation for a basic understanding of computers and build on students' technical knowledge and comfort level.

Highlights of my qualifications include:

- Creating and leading entire computer science curriculum for middle, high-school, undergraduate and post graduate students in consecutive positions with London Metropolitan University and City College in London; taught students in technology and computer skills, media editing, web design, Internet safety, and Microsoft Office software.
- Creating and implementing hands-on educational activities and programs to facilitate a fun, personalized approach to computer science education while stimulating students' enjoyment and engagement.

- Planning syllabi, preparing materials, organizing lab assignments, and answering student questions to support individual student needs.
- Serving as IT Manager for Elysee Irrigation, maintaining and repairing the PCs, peripheral equipment, and software.
- Holding a Bachelor of Science in Computer Science from the Intercollege.
- Holding a Master's with distinction in Computer Networking from the London Metropolitan University

With experience and credentials, I am well prepared to dedicate myself to the highest standards of computer science learning at your school/college/institute/university. I look forward to discussing my qualifications in further detail.

## EDUCATIONAL BACKGROUND AND QUALIFICATIONS

**2012 to 2013**    **PhD. Candidate in Self-Learning of new Computer Network threats**

University of Cyprus  
 1 Panepistimiou Avenue 2109 Aglantzia, Nicosia  
<http://www.ucy.ac.cy>

**2011 to 2012**    **PhD. Candidate in Self-Learning of new Computer Network threats**

London Metropolitan University  
 166–220 Holloway Road, London N7 8DB  
[www.londonmet.ac.uk](http://www.londonmet.ac.uk)

**2009 to 2010**    **MSc. Computer Networking**  
 London Metropolitan University  
 166–220 Holloway Road, London N7 8DB  
[www.londonmet.ac.uk](http://www.londonmet.ac.uk)

**2005 to 2008**    **BSc. Computer Science**  
 University of Nicosia  
 46 Makedonitissis Avenue, Engomi, Nicosia  
[www.intercollege.ac.cy](http://www.intercollege.ac.cy)

**2001 to 2005**    **Computer Studies Diploma**  
 Higher Technical Institute  
 Nicosia, Cyprus

**1999**            **Higher Diploma in Accounting**  
 LCCI

## PROFESSIONAL TRAINING

Due to my PhD studies I attended various workshops and conferences at London Metropolitan University to help me develop my skills and with my professional growth. I also like attending such seminars, to develop my skills as a person and become better human being.

- 17/01/2018 **Antisocial behavior – The family as a preventive measure Seminar**  
A' Elementary School  
Kokkinotrimithia, Nicosia, Cyprus  
**Error! Hyperlink reference not valid.**
- 18/11/2011 **Postgraduate Student Conference**  
London Metropolitan University  
166–220 Holloway Road, London N7 8DB  
[www.londonmet.ac.uk](http://www.londonmet.ac.uk)
- 07/11/2011 **Identifying What You Want From Your Research Workshop**  
London Metropolitan University  
166–220 Holloway Road, London N7 8DB  
[www.londonmet.ac.uk](http://www.londonmet.ac.uk)
- 07/11/2011 **Communicating Your Ideas Clearly Workshop**  
London Metropolitan University  
166–220 Holloway Road, London N7 8DB  
[www.londonmet.ac.uk](http://www.londonmet.ac.uk)
- 14/04/2011 **Time Management and Procrastination Workshop**  
London Metropolitan University  
166–220 Holloway Road, London N7 8DB  
[www.londonmet.ac.uk](http://www.londonmet.ac.uk)
- 30/03/2011 **PhD Student Poster Session**  
London Metropolitan University  
166–220 Holloway Road, London N7 8DB  
[www.londonmet.ac.uk](http://www.londonmet.ac.uk)

## INDUSTRIAL TRAINING

Between 2001 and 2005, and as part of my studies, I was involved in Industrial Training with companies both in Cyprus and abroad.

- April 2005 to May 2005 – SpiderNet Services Public Ltd. (Internet Provider) – Nicosia, Cyprus  
**Developing a project into Oracle forms 10i**
- March 2005 to April 2005 – Cyprus Electricity Authority – Nicosia, Cyprus  
**IT Technician**
- February 2005 to March 2005 – SpiderNet Services Public Ltd. – Nicosia, Cyprus  
**Developing a project into Oracle forms 10i**
- June 2003 to July 2003 – Politechnika Lodzka – Lodz, Poland



## **Image Processing (C++)**

- June 2001 to August 2001 – 4TH GL Prodata – Nicosia, Cyprus

## **IT Technician**

## **WORK EXPERIENCE**

Currently I am working as computing lecturer at Ledra College, as part time tutor at State Institutes of further education, as online tutor module developer/reviewer at UNICAF - UNIC Online Ltd, as part time lecturer at American College and I offer my own private lessons as well. I have worked at Global College as a computing lecturer during 2015-2017 as well as at Intercity as a computing tutor during 2014-2015. As I was a PhD student, I was teaching in parallel at City College, in London and I was assisting students in the labs of London Metropolitan University. Between 2007 and 2008 I also gained experience working for two major companies based in Nicosia (these two jobs were between studies)

- Feb 2020 – Onwards – College of Tourism and Hotel Management, 29 Onasagorou, Nicosia, Cyprus, <https://www.cothm.ac.cy/>

### **Computing Lecturer teaching:**

Computer fundamentals I  
Computer fundamentals II

- Oct 2019 – Feb 2020 – CDA College, 2, Evagorou Ave. Eleftherias Square, Nicosia, Cyprus, <http://cdacollege.com/>

### **Computing Lecturer teaching:**

Introduction to computer applications  
Introduction to multimedia  
Introduction to mobile application development  
Users support  
Introduction to computing

- May 2019 – Feb 2020 – Mesoyios College, 3 - 7 Dimosthenous Mitsi, Limassol, Cyprus, [www.mesoyios.ac.cy](http://www.mesoyios.ac.cy)

### **Computing Lecturer teaching:**

Business Computing (Office 365 applications)

- February 2019 – Today – American College, 2 & 3 Omirou Avenue, Nicosia, Cyprus, <http://www.ac.ac.cy/>

### **Computing Lecturer teaching:**

Data Structures and Algorithms (C++)  
Computer programming, I (C++)  
Computer Programming, II (C++)

Computer applications  
Spreadsheets (Excel)  
Operating Systems  
Software engineering II  
Theory of Computation  
Programming in Java  
Digital Logic  
Visual Programming  
Web Designing  
Databases  
Computer organization and assembly programming

- June 2018 – Today – Unicaf – UNIC Online Ltd, 52 Ammochostou Avenue, Larnaca 6019, Cyprus, <https://www.unicaf.org/>

**Online Tutor:**

Advanced Data Analysis (Excel) (Marymount California University)  
Introduction to Information Technology (Unicaf University Malawi)  
Computer Systems and Design  
Web Programming, I (HTML & CSS)  
Programming I (C++)  
Visual Programming (Visual Basic)  
Content Management (Unicaf University Zambia) (Master's Module)  
Social Media and SEO (Master's Module)  
Business Data Communication and Security (MBA Module)  
Web Design and Development (MBA Module)  
IT Project Management (MBA Module)  
Engineering of Software

**Computing modules developer:**

Engineering of Software  
Computer Science Topics  
Compiler Design  
Computational Theory  
Business Data Communication and Security (MBA)  
Web Design and Development (MBA)

**Online modules reviewer:**

Visual Programming  
Innovation and technology  
Project I  
Project II  
IT Project Management

- October 2017 – Today - State Institutes of Further Education  
<http://www.moec.gov.cy/kie/>

**Computing instructor teaching:**

ECDL – Word  
ECDL – Online essentials

ECDL – Computer Essentials  
ECDL – PowerPoint  
ECDL – Excel  
ECDL – Access  
ECDL – Online collaborations

- February 2017 – June 2019 – Ledra College, Langada 13, Strovolos, Cyprus, <http://ledra.ac.cy>

**Computing Lecturer teaching:**

Information System Technology  
Intermediate Programming (Java)  
Introduction to databases (SQL)  
Introduction to Web Application Development (HTML, PHP, CSS)  
Introductory programming (Java)  
Fundamentals of Web Design and Applications for Social Media  
Software Engineering Principles and Techniques  
Intermediate Web application development (JavaScript, ASP.Net, Ruby, MySQL)  
Introduction to Computer Networks

- October 2015 – June 2017 – Global College, 245 Eleonon Street, Strovolos 2048, Cyprus, [www.globalcollege.ac.cy](http://www.globalcollege.ac.cy)

**Computing Lecturer teaching:**

Computer Fundamentals and Applications  
Computerized Accounting

- October 2015 – Today – My own private lessons in computing  
<https://www.facebook.com/giorgosgeorgiou23/>

**Computing tutor teaching:**

AutoCAD  
University entrance examination preparation  
Pascal Programming for final year students  
C++ Programming for final year students  
C++ programming for lyceum second year students  
Networks and communications technology  
Digital electronic systems  
Discrete Computing and Algorithms

- October 2015 to February 2016 – Diamond Hall, Kokkinotrimithia, Nicosia

**Head of Buffet**

- December 2014 to October 2015 – Carina Pizza, 25is Martiou 95, Palaioметоcho 2682, Cyprus

**Delivery boy**

- November 2014 to June 2015 – Intercity Private Institute, Egkomi, Nicosia, Cyprus

**Computing tutor teaching:**

- ECDL – Excel
- ECDL – Access
- ECDL – PowerPoint
- ECDL – Windows & IT Concepts
- E-Kidz

- February 2011 to June 2012 – City College, 55 East Road, London N1 6AH, <http://www.citycollege.ac.uk>

**Computing Lecturer teaching:**

- Object Oriented Programming (C++)
- Human Computer Interface
- Project Management
- Network Security
- Visual Programming (Excel programming)
- Programming in Java

- February 2011 to June 2012 – London Metropolitan University, 166–220 Holloway Road, London N7 8DB, [www.londonmet.ac.uk](http://www.londonmet.ac.uk)

**Lab Assistant - Computer Software & Hardware Architecture**

I was assisting students in the university labs.

- June 2008 to September 2008 – Elysee Irrigation – Pentadaktylou, 5, 2643, Cyprus, [www.elysee.com.cy](http://www.elysee.com.cy)

**IT Manager**

I was in charge of the smooth running of the company's internal network

- October 2007 to May 2008 – OTEnet Telecommunications – Pindarou, Nicosia, Cyprus

**Customer Service Agent**

I was responsible for troubleshooting the day-to-day problems of the company's nationwide customers and providing a premium level of service

- June 2007 to February 2008 – Pizza Hut, 17 Gregori Afxentiou, Kokkinotrimithia, Nicosia, Cyprus, [www.pizzahut.com.cy](http://www.pizzahut.com.cy)

**Delivery boy**

## PERSONAL SKILLS

- Professionalism and Self-Confidence:** I am a confident hardworking achiever who is highly organized, dedicated, and committed to professionalism.
- Honesty and Integrity:** I am an experienced professional whose honesty and integrity create effective leadership and optimal business relationships.
- Adaptability:** I am a highly adaptable person, willing to travel, very positive, robust and patient risk-taker who is open to new ideas.
- Problem-solving:** I am a productive worker with solid work ethic who utilizes optimal effort in successfully completing tasks.
- Reliability and Responsibility:** I am a responsible contributor committed to excellence and success.
- Loyalty:** I am a very loyal and dedicated individual with an excellent work record.
- Passion:** I am consistently cited for uncontrolled passion for work.
- Willingness to Learn:** I am excited when I must meet challenges and quickly adapt new concept.
- Leadership/Management Skills:** I am a goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high-performance standards.
- Teamwork:** I am a creative team player, with expertise in building trusting relationships with customers and colleagues.
- Keeping deadlines:** One very important rule I have learned so far is never miss the deadline whatever the reason.
- Meeting goals:** I am pursuing the goals individual and I never give up until I meet them.
- Decision making:** I always take into consideration all the odds based on the occasion, compare it with the positives and try to maximize the good outcome with minimizing the damage if that is inevitable.
- Team management:** I was born to lead; I like to earn people's trust and respect and always try to guide them to what I believe is the best for them. I always try to have their attention and focus and motivate them to achieve the best possible outcome.
- Project management:** I was teaching this subject, so it was very easy for me to adapt it as a skill to my personal life and character.
- Multitasking:** I can handle many tasks at the same time for example I can run a lot of modules; run a lot of projects etc.
- Strategic thinking:** Since my childhood I was always admire ancient Greek heroes like Leonidas, Achilles, Odysseus etc. and I was reading and analyzing the way they were thinking and the decisions that they were making based on the facts that they had. That helped me to develop my own strategic thinking, which it is adapting through experiences in life.
- Computing:** I have an excellent working knowledge of a variety of machines, languages, systems, networks, operating environments and major software packages.

## COMPUTER SKILLS-QUALIFICATIONS

- Anything about IT support
- Viruses treatment
- Photoshop

- Self-Learning of New Network Threats Research
- Bar-Tender
- Critical thinking in decision making
- Unix
- Oracle & Oracle forms 10i
- Social networks
- ERP
- BTMS Garage Systems
- Social media

### Classes that I have successfully participated/taught

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Embedded Internet Systems</li> <li><input type="checkbox"/> Advanced Routing Protocols (CCNP course)</li> <li><input type="checkbox"/> Enterprise Switched Networks (CCNP course)</li> <li><input type="checkbox"/> Digital &amp; Mobile Broadcasting</li> <li><input type="checkbox"/> Broadband Networks</li> <li><input type="checkbox"/> Research &amp; Development</li> <li><input type="checkbox"/> Thesis &amp; Scientific Article writing</li> <li><input type="checkbox"/> Distributed Systems</li> <li><input type="checkbox"/> Data management for mobile computing</li> <li><input type="checkbox"/> Research methods</li> <li><input type="checkbox"/> Computer Software &amp; Hardware Architecture</li> <li><input type="checkbox"/> Object Oriented Programming</li> <li><input type="checkbox"/> Human Computer Interface</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Project Management</li> <li><input type="checkbox"/> Network Security</li> <li><input type="checkbox"/> Visual Programming</li> <li><input type="checkbox"/> ECDL – Excel</li> <li><input type="checkbox"/> ECDL – Access</li> <li><input type="checkbox"/> ECDL – PowerPoint</li> <li><input type="checkbox"/> ECDL – Windows &amp; IT Concepts</li> <li><input type="checkbox"/> ECDL – Word</li> <li><input type="checkbox"/> ECDL – Online essentials</li> <li><input type="checkbox"/> ECDL – Computer essentials</li> <li><input type="checkbox"/> E-Kidz</li> <li><input type="checkbox"/> AutoCAD</li> <li><input type="checkbox"/> University entrance examination preparation</li> <li><input type="checkbox"/> Computer Fundamentals and applications 1&amp; 2</li> <li><input type="checkbox"/> Computerized Accounting</li> <li><input type="checkbox"/> Pascal Programming</li> <li><input type="checkbox"/> C++ programming 1&amp; 2</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Information System Technology</li> </ul> |
|---|--|--|

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction to databases</li> <li><input type="checkbox"/> Web Application Development 1 &amp; 2</li> <li><input type="checkbox"/> Java Programming 1 &amp; 2</li> <li><input type="checkbox"/> Fundamentals of Web Design and Applications for Social Media</li> <li><input type="checkbox"/> Software Engineering Principles and Techniques 1 &amp; 2</li> <li><input type="checkbox"/> Computer Science Topics</li> <li><input type="checkbox"/> Advanced Data Analysis</li> <li><input type="checkbox"/> Introduction to Information Technology</li> <li><input type="checkbox"/> Discrete Computing and Algorithms</li> <li><input type="checkbox"/> Networks and communications technology</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Digital technology</li> <li><input type="checkbox"/> Content Management (MSc Level)</li> </ul> |
|--|--|

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Computer Systems and Design                          | <input type="checkbox"/> Social Media and SEO (MSc Level)               | <input type="checkbox"/> Introduction to computing                      |
| <input type="checkbox"/> Compiler Design                                      | <input type="checkbox"/> Web Design and Development (MSc Level)         | <input type="checkbox"/> Computer applications                          |
| <input type="checkbox"/> Computational Theory                                 | <input type="checkbox"/> Business computing                             | <input type="checkbox"/> Spreadsheets                                   |
| <input type="checkbox"/> Innovation and technology                            | <input type="checkbox"/> Introduction to computer applications          | <input type="checkbox"/> Operating Systems                              |
| <input type="checkbox"/> Web Programming, I                                   | <input type="checkbox"/> Introduction to multimedia                     | <input type="checkbox"/> ECDL – Online collaborations                   |
| <input type="checkbox"/> Data Structures and Algorithms                       | <input type="checkbox"/> Introduction to mobile application development | <input type="checkbox"/> Web Design and Development (MBA)               |
| <input type="checkbox"/> Introduction to Computer Networks                    | <input type="checkbox"/> Users support                                  | <input type="checkbox"/> Digital Logic                                  |
| <input type="checkbox"/> Business Data Communication and Security (MSc Level) |   | <input type="checkbox"/> Computer organization and assembly programming |
|   |   | <input type="checkbox"/> IT-Project Management                          |

## NON-ACADEMIC INTERESTS

I was a volunteer during the London Greek Film Festival that was held at the Hellenic Centre on Baker Street, London.

**Food & Wine:** I have a passion for food, wine and especially cooking.

**Other interests/hobbies:** I love watching football and basketball regularly and sometimes to participate in. I enjoy travelling and exploring the natural beauty of Cyprus' mountains and coastline. I like playing football manager, driving, walking and watching movies. I am a Bon Jovi fun club member; I love music and I like dialogues with deep meaning and playing card games and backgammon. I love the sea & mountains, spread laughter to my friends, meeting new people and making new friends.

## LANGUAGES

Greek	Native
English	Fluent

## ADDITIONAL INFORMATION

Driving License	Full
Passport	Cypriot
Travel	Willingness to travel





## PERSONAL DETAILS

Date of birth	March 11, 1982
Place of birth	Nicosia, Cyprus
Nationality	Cypriot
Status	Single
Cyprus ID No.	846244
Army	Completed

## REFERENCES

### **Dr. Yannis Dimopoulos**

Associate Professor  
University of Cyprus  
Nicosia, Cyprus

### **Dr. Chrysis Georgiou**

Assistant Professor  
University of Cyprus  
Nicosia, Cyprus

### **Dr. Vasos Vasiliou**

Assistant Professor  
University of Cyprus  
Nicosia, Cyprus

### **Dr. Marinos Ioannides**

Senior Lecturer  
Cyprus University of Technology  
Nicosia, Cyprus

### **Tasneem Riaz**

Managing Director  
City College  
London, United Kingdom

### **Nikos Kamilieris**

IT Support – Level Three & Basketball Coach  
London Metropolitan University  
London, United Kingdom

### **Pagona Katsouri**

Lecturer  
CAPA  
Nicosia, Cyprus

### **Christos Makarounas**

Senior Lecturer  
Cyprus University of Technology  
Nicosia, Cyprus

### **Panikos Masouras**

Assistant Professor  
Cyprus University of Technology  
Nicosia, Cyprus

### **Dr. Nicholas Ioannides**

Head of Research  
Dexiotis Ltd.  
London, United Kingdom

### **Harry Benetatos**

Lecturer  
London Metropolitan University  
London, United Kingdom

### **Giorgos Kakouris**

Principal  
Ledra College  
Nicosia, Cyprus

**Ioannis  
Violaris**  
Professor  
City Unity  
College  
Nicosia,  
Cyprus

Curriculum Vitae

Eleftherios M. Colocassides

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### ELEFThERIOS M. COLOCASSIDES

**Address:**

Personal details cannot be displayed here

**Tel. Mobile**

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#### Professional profile

Responsible and loyal person with a pleasant personality; good oral and written communication skills; good team player; able to work independently as well; excellent sense of planning and managing time to achieve deadlines and targets; creative in new ideas; looking to learn new skills through employment

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#### Education

- |            |   |
|------------|---|
| 2018 -2019 | <b>Doctor of Philosophy (PhD) in Business Administration (with Distinction) with Specialization in Leadership &amp; Management (Top-up)</b><br>Ballsbridge University |
| 2018-2019  | <b>Qualifi Level 8 Diploma in Strategic Management &amp; Leadership (Ofqual)</b><br>Cambridge Management and Leadership School, UK (ASIC UK Accreditation)            |
| 2011-2012  | <b>Master of Business Administration – Human Resources (AMBA Accr.)</b><br>European University, Nicosia, Cyprus   |
| 2009-2011  | <b>Master of Science in Human Resource Management and Development</b><br>University of Manchester, United Kingdom (Distance Learning)                                 |
| 2004-2005  | <b>Master of Science in Marketing Communications</b><br>University of Bedfordshire, Luton, United Kingdom   |
| 2001-2003  | <b>Bachelor of Arts in Media Production (Television &amp; Radio)</b><br>University of Sunderland, United Kingdom  |
| 1999- 2001 | <b>Diploma (With Merit) in Communications</b><br>Intercollege, Nicosia, Cyprus  |
| 1997 -1999 | <b>Military Service</b><br>Served the National Guard of Cyprus at the post of Soldier   |
| 1994 -1997 | <b>Apolyterion (Economics) - High School Leaving Certificate</b><br>Kykkos Lyceum A', Nicosia, Cyprus   |

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## Work Experience

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09/2013- Present	<b>L.M.C Educational Services Education and Career Advisor (Founder)</b> Guidance and Assistance on: <ul style="list-style-type: none"><li>• UG &amp; PG studies in Cyprus, in abroad, and Online studies</li><li>• Accommodation arrangements (halls of residence)</li><li>• Foreign language courses/ Internship courses in abroad</li></ul>
07/2019 – Present	<b>Ballsbridge University Cyprus</b> <ul style="list-style-type: none"><li>• Accredited Affiliate &amp; Regional representative</li><li>• Accredited Affiliated Institution – Administrative duties</li></ul>
11/2018- 07/2019	<b>SR21-Institute of Scientific Research (Zurich, Switzerland) Director of International Operations</b> <ul style="list-style-type: none"><li>• Student Recruitment</li><li>• Business Development</li></ul>
12/2012- 02/2013	<b>Consulting &amp; Professional Development Center (KESEA)</b> <ul style="list-style-type: none"><li>• Assistant Human Resource Officer</li></ul>
09/2010-05/2011	<b>University of Cyprus, Academic Affairs and Student Welfare</b> <ul style="list-style-type: none"><li>• Office Assistant - Coordinator of a small team</li></ul>
03/2008-03/2010	<b>Zenol Education Centre – Academic Consultants</b> <ul style="list-style-type: none"><li>• Consulting and assisting students for UG/PG studies</li><li>• Attending exhibitions</li><li>• General Administrative and customer care roles</li></ul>
2007	<b>MatrixMedia Monitoring Services, Nicosia</b> <ul style="list-style-type: none"><li>• Media Monitoring TV, Radio, Press of national Advertisements and Programming</li></ul>
2005- 2006	<b>Athina Sat TV Cyprus Satellite Platform, Nicosia</b> <ul style="list-style-type: none"><li>• Camera Operator: Outdoor &amp; Studio shooting (Music, sports, lifestyle TV programmes)</li></ul>
11/2006 & 06/04 -08/2004	<b>University of Nicosia, Intercollege, Nicosia Institute of Mass Media &amp; Communication (IMME)</b> <ul style="list-style-type: none"><li>• Assistant Researcher</li></ul>
2003- 2004	<b>FRED TV, Local TV station, Nicosia</b> <ul style="list-style-type: none"><li>• TV Director: Broadcasting of live News bulletins &amp; live of recorder Entertainment Shows</li></ul>

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### Additional Skills and Interests

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- **Languages:** Fluent in spoken and written Greek and very good in English.
  - **Training/Seminars/Short Courses:**
    - Career Guidance and Counselling (EvCareer Tests), Epimorfosis Consulting, CY
    - Facilitating Career Development Instructor (e-Learning Specialty), NCDA, USA
    - Career Development Facilitator Training, NCDA, USA
    - Emotional Quota (EQ) at the workplace, University of Cyprus
    - Vocational Guidance/ Stereotypes, tools and options, Univ. of Nicosia
    - Adult Education: How to Teach Online, University of Derby, UK
    - Intro to Innovative Teaching (Digital Technologies in Teaching and Learning), UK
    - Social Pedagogy, University of Derby, UK
  - **Certifications/ Credentials / Designations:**
    - Global Career Development Facilitator Instructor (GCDFI), CCE USA
    - Certified Career Services Provider (CCSP), NCDA USA
    - Fellow Certified Leadership Practitioner (FCLP),AGSL Australia
    - British Council Education UK Certificate for Education Agents
    - ICEF Trained Agent Counsellor (ITAC) / Irish Education Agent Course (IEAC)
    - Canada Course for Education Agents (CCEA)
- Professional Memberships:**
- National Career Development Association (NCDA), USA
  - Career Development Institute (MCDI), International Member, UK
  - Corporate Member of Cyprus Human Resource Management Association
  - Fellow Member of Ballsbridge University (FBU)
- 
- **IT:** Windows XP/7/8/Vista/10, Microsoft Office (Word, Excel, PowerPoint, Outlook), Internet Explorer, Adobe Audition
  - **Accounting:** LCCI Book Keeping and Accounts - Second Level (Intermediate)
  - **Hobbies:** I like writing and composing my own lyrics and music; playing my guitar; Watching/listening/Reading TV/radio/Press/Internet news bulletins; Watching sports (football, basketball) on TV; playing bowling

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### References

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References are available on request

ROXANNA MICHAELIDES

## **CURRICULUM VITAE**



Phone Number: ++357-\*\*\*\*\*

Email: \*\*\*\*\*

### **Education**

#### **Graduate**

M.A. Hotel and Restaurant Management

#### **Undergraduate**

BA College of Cambridge, International Hospitality Management,

Diploma, Tourism Academy Muenster, Germany, International Tourism & Travel Consultant,

Diploma in German Language, University of Timisoara, Romania.

### **Professional Positions**

- Global Scientific Institute-Scientific Committee Member
- AnAD/Human Resource Development Authority of Cyprus: Evaluator Professional Skills in Hospitality and Tourism/ Αξιολογητής Επαγγελματικών Προσόντων
- Cyprus Centre for Training of Human Resources: Hospitality Consultant, Speaker , Coach/Trainer
- Member of Editorial Board, Kozmenko Science Publishing, Tourism and Travelling
- AnAD / Human Resource Development Authority of Cyprus: Certified Trainer and instructor, (E 000429),
- Cyprus Hospitality Educational Institute-AHLEI: Hospitality Consultant and Trainer
- Member of Scientific Committee World Cultural Tourism Association ([www.kasct.co.kr/wta](http://www.kasct.co.kr/wta))
- Senior Lecturer-Hospitality and Tourism Management, InterNapa College,
- Research, Planning & Organizing of Seminars, KY.KE.M./Cyprus Research Center,
- Lecturer/Head Department Tourism and Travel Management, Kimon College,
- International Service Check Organization, Germany, Certified Mystery Shopper,
- Holiday Representative, Touristic Guide, LTU/JANH Reisen/Salamis,
- Holiday Representative, Touristic Guide, Unica Tours,
- Mystery Shopper, Hospitality industry,
- Holiday Representative, Lefkothea Travel & Tours, Tamassos Tours
- Front Office Operations, Reservation, Asterias Beach Hotel.

### **Academic experience:**

**Larnaca College**-Assistant Professor , Hospitality and Tourism Department

**LP University, India**, School of Hotel Management & Tourism: Guest Professor

**InterNapa College**-Hospitality Management

**Kimon College Courses**-Tourism and Travel Management

### **Courses:**

Event Management, Front Office Operations, Introduction to Tourism, Geography of Tourism and Travel,

Structure of Tourism, Sustainable Tourism, Cultural Tourism,

Airlines Industry, Event Planning and Management,

Food and Beverage Services, Restaurant Operations Management,

Recreational Tourism, Heritage Tourism, Quality of Services in Tourism and Hospitality

German for Hospitality Industry.

### **Other Duties and Responsibilities:**

Internship Coordinator, Job Hunt Club President,

Coordinator-recruitment students from Romania: "Study and Work in Cyprus".

### **Conferences Presentations and Publications:**

- Η συνείδηση της Φιλοξενίας /GUESTOLOGY
- Research in progress paper: "The relationships between the continuing education of local community and tourist's experience"
- Scientific Journal for Tourism and travel: "Hospitality Industry and the Service Culture in Europe", (<https://elibrary.ru/item.asp?id=34887753>; <https://businessperspectives.org>)
- World Cultural Tourism Conference Seoul, Conference: "The current role of continuous education and training of human resources in the tourism sector in Cyprus" ([http://www.worldculturaltourismassociation.org/docu/15th%20Program\(Final\)-3.pdf](http://www.worldculturaltourismassociation.org/docu/15th%20Program(Final)-3.pdf) , page 29)

- Cyprus Tourism Conference , 2016: “Quality of services of cultural tourism- Influences on guest’s satisfaction and the subsequent implications for cultural tourism in Cyprus”
- Financial Mirror Greece: “Ο σημερινός ρόλος της συνεχούς εκπαίδευσης και κατάρτισης του ανθρώπινου δυναμικού στον τομέα του τουρισμού”: (<http://www.laimitomos.com/>)
- Newspapers: Politis, Simerini: “The History of the Congregation “St. Joseph of Apparition” - 170 years in Cyprus” (<http://www.sigmalive.com/simerini/analiseis/167033/to-tagma-tou-agiou-iosif-tis-emfaniseos-170-xronia-parousias>)
- Research InterNapa and CTO: “Quality of services of cultural tourism-
- Influences on guest’s satisfaction and the subsequent implications for cultural tourism in Cyprus”,
- Planning development Project : “Traditional Cyprus”, Vamos Tour Operator Catalogue, Germany ; “Walk-in in Cyprus”, Wanderung Tour Operator Magazine, Austria and Germany

### **Seminars given:**

- Guest satisfaction and Quality of Services – New Standards for Personnel in Hospitality Industry,
- Professional Body Language and Behavior
- Communication skills and Handling guest’s complaint,
- The effective Team leader and mastering people
- Team building and conflict resolution at work place
- Handling complaint
- Front Desk-Specific knowledge/AHLEI,
- German for Hospitality,
- How to Develop Food and Beverage Staff for Maximum Service and Profit: Quality of services,
- Front Office - A Modern View,
- Customer service and handling complaint in retail department

### **Training/ Seminars to the following companies/hotels:**

Engomi Municipality, Zorbas & Sons Ltd, Margarita Bakeries, Palm Beach Hotel and Bungalows, Golden Bay, Lordos Beach, Sandy Beach, Crystal Springs Beach Hotel, Orthodoxou Group of Co., Varoshiotis, Kanika Hotels, Palm Beach, Nelia, Anonymous Hotel, Lordos Hotel, Le Meridien Hotel, Anonymous Beach, Four Seasons, Qbic Hotel, Achilleos City Hotel, Nestor, Kanika Hotels, Elysium, Constantinou Brothers, Miramare, Melissi Hotel, Miramare/Pafos, Faros Hotel, Le Meridien.

### **Consultancy**

KES College: Academic program consultant  
 Cyprus Centre for Training of Human Resources,  
 Cyprus Hospitality Educational Institute/ AHLEI,  
 College of Tourism & Hotel Management, Dubai: Academic program consultant.  
 A large number of hotels.

### **Professional Memberships**



- Member of Editorial Board Kozmenko Science Publishing, Tourism and Travelling,
- Member of Scientific Committee World Cultural Tourism Association,
- Tourism and Travel Research Association,
- International Ecotourism Association,
- Tourism Intelligence Association,
- ISTA/International Sustainable Tourism Association.

**Languages knowledge and skills:**

<b>LANGUAGES</b>	<b>LISTENING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
ENGLISH	Proficient user C2	C2	C2	C2
GERMAN	Proficient user C2	C2	C2	C2
GREEK	Proficient user C2	C2	C2	C1
ROMANIAN	Proficient user C2	C2	C2	C2

### Academic Personnel Short Profile / Short CV

<b>Institution:</b>	College of Tourism & Hospitality
<b>Surname:</b>	KOUMERAS
<b>Name:</b>	IOANNIS
<b>Rank/Position:</b>	Part time lecturer
<b>Program of Study:</b>	Hotel Management
<b>Scientific Domain: *</b>	Accounting

*\*Field of Specialization*

<b>Academic qualifications</b> (list by highest qualification)				
Qualification	Year	Awarding Institution	Department	Thesis title
OND INBUSINESS STUDIES	1972	The Joint Committee for National Awards in Business Studies and Public Administration		
FCCA	1975	Association of Chartered Certified Accountants		
CIA	2003	The Institute of Internal Auditors		

<b>Employment history in Academic Institutions/Research Centers– List by the three (3) most recent</b>			
Period of employment	Employer	Location	Position

From	To			
1975	1976	Ellerman Travel (UK)	London	Accountant
1976	1982	PriceWaterhouse	Nicosia	Manager
1982	2013	Electricity Authority of Cyprus	Nicosia	Internal Audit Manager

**Key refereed journal papers, monographs, books, conference publications etc.  
List the five (5) more recent and other five (5) selected –(max total 10)**

Ref. Number	Year	Title	Other authors	Journal and Publisher/ Conference	Vol.	Pages
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**Exhibitions (where applicable).List the five (5) more recent and other five (5) selected.**

**(max total 10)**

Ref. Number	Date	Topic	International / Local	Location*	Role in Exhibition
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

*\*Specify venue, geographic location etc*

Research Projects. List the five (5) more recent and other five (5) selected (max total 10)				
Ref. Number	Date	Title	Funded by	Project Role*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

*\*Project Role: i.e. Scientific/Project Coordinator, Research Team Member, Researcher, Assistant Researcher, other*

<b>Academic Consulting Services and/or Participation in Councils / Boards / Editorial Committees.</b> <b>List the five (5) more recent (Optional Entry)</b>				
Ref. Number	Period	Organization	Title of Position or Service	Key Activities
1	1998-2008	IIA Cyprus	President	Internal Audit
2				
3				
4				
5				

<b>Awards / International Recognition (where applicable). List the five (5) more recent and other five (5) selected.</b> <b>(max total 10) (Optional Entry)</b>			
Ref. Number	Date	Title	Awarded by:
1			
2			
3			
4			

5			
6			
7			
8			
9			
10			

**Other Achievements. List the five (5) more recent and other five (5) selected.  
(max total 10) (Optional Entry)**

<b>Ref. Number</b>	<b>Date</b>	<b>Title</b>	<b>Key Activities:</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

# Βιογραφικό Σημείωμα- Αλκιβιάδη Καραγιώργου

Όνοματεπώνυμο: Διεύθυνση: Αλκιβιάδης Καραγιώργος

## Στοιχεία Επικοινωνίας

\*\*\*\*\*

· Τηλ: \*\*\*\*\*

· E-mail: \*\*\*\*\*

· Research Gate [https://www.researchgate.net/profile/Alkiviadis\\_Karagiorgos?ev=hdr\\_xprf](https://www.researchgate.net/profile/Alkiviadis_Karagiorgos?ev=hdr_xprf)  
<https://www.linkedin.com/in/alkiviadis-karagiorgos-014a5369/prf>

· LinkedIn:

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## ΕΚΠΑΙΔΕΥΤΙΚΗ ΚΑΤΑΡΤΙΣΗ

---

### 2018

Διδάκτορας Τμήματος Οργάνωσης και Διοίκησης Επιχειρήσεων

Πανεπιστήμιο Πειραιώς

Τίτλος Διατριβής: «Μελέτη Εφαρμογής της Κοστολόγησης Δραστηριοτήτων στον Τομέα των

Υπηρεσιών Εκπαιδευτικών Ιδρυμάτων».

### 2010-2011

Διατμηματικό Μεταπτυχιακό Δίπλωμα: Master in Information Systems (M.I.S.)

Πανεπιστήμιο Μακεδονίας, Ελλάδα

### 2009-2010

Μεταπτυχιακό Δίπλωμα: Λογιστικής και Χρηματοοικονομικής

Τμήμα Λογιστικής και Χρηματοοικονομικής

Πανεπιστήμιο Μακεδονίας, Ελλάδα

### 2005-2009

Πτυχιούχος τμήματος Μάρκετινγκ και Διοίκησης Λειτουργιών

Πανεπιστήμιο Μακεδονίας, Ελλάδα

### 2004

Απόφοιτος Ενιαίου Λυκείου

---

## ΕΡΓΑΣΙΑΚΗ ΕΜΠΕΙΡΙΑ

---

### 2005- Σήμερα

**Λογιστής και Σύμβουλος Επιχειρήσεων**

**Εργασιακή Σχέση:**

Συνιδιοκτήτης ΑΦΟΙ Θ. Καραγιώργου Ο.Ε., Τσιμισκή 118, Θεσσαλονίκη

**Περιγραφή:**

Τήρηση Βιβλίων και στοιχείων, Εξυπηρέτηση, Εκπαίδευση προσωπικού στη χρήση

Πληροφοριακών Συστημάτων Λογιστικής, Εκπαίδευση προσωπικού στην τήρηση Βιβλίων

και στοιχείων, Χρηματοοικονομικές Αναλύσεις, Κοστολόγηση.

### 2010- Σήμερα

**Εκδότης και Επιμελητής Κειμένων**

**Εργασιακή Σχέση:**

Συνιδιοκτήτης ΑΦΟΙ Θ. Καραγιώργου Ο.Ε., Τσιμισκή 118, Θεσσαλονίκη

**Περιγραφή:**

Επιμέλεια και Μορφοποίηση Κειμένων, Προώθηση Πωλήσεων, Εξυπηρέτηση Πελατών, Υπεύθυνος Διανομών, Τήρηση Αποθήκης, Συμμετοχή σε Διεθνείς Εκθέσεις Βιβλίου.



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## ΔΙΔΑΚΤΙΚΗ ΕΜΠΕΙΡΙΑ

---

### 2018- Σήμερα

Επισκέπτης Καθηγητής στο Μεταπτυχιακό Πρόγραμμα, Πανεπιστημίου Μακεδονίας, «Φορολογική και Χρηματοοικονομική Διοίκηση Στρατηγικών Αποφάσεων», στο μάθημα «Ελεγκτική»

**Περιγραφή Μαθήματος:** Βασικές Αρχές Ελεγκτικής, Είδη Ελέγχου, Δεοντολογία, Λογιστικός Έλεγχος, Έλεγχος Αποθεμάτων και Αποθήκης, Έλεγχος Ταμείου, Έλεγχος Καθαρής θέσης Πανεπιστήμιο Μακεδονίας, Ελλάδα

### 2019-Σήμερα

Επισκέπτης Καθηγητής στο Μεταπτυχιακό Πρόγραμμα, ΤΕΙ Κεντρικής Μακεδονίας, « Πρόγραμμα

Μεταπτυχιακών Σπουδών στη Διοίκηση Επιχειρήσεων», στο μάθημα «Ελεγκτική»

**Περιγραφή Μαθήματος:** Βασικές Αρχές Ελεγκτικής, Είδη Ελέγχου, Δεοντολογία, Λογιστικός

Έλεγχος, Έλεγχος Αποθεμάτων και Αποθήκης, Έλεγχος Ταμείου, Έλεγχος Καθαρής θέσης

ΤΕΙ Κεντρικής Μακεδονίας,  
Ελλάδα

### 2019-Σήμερα

Επισκέπτης Καθηγητής στο Μεταπτυχιακό Πρόγραμμα, ΤΕΙ Κεντρικής Μακεδονίας, « Πρόγραμμα

Μεταπτυχιακών Σπουδών στη Διοίκηση Επιχειρήσεων», στο μάθημα «Κοστολόγηση»

**Περιγραφή Μαθήματος:** Έννοιες Κοστολόγησης, Είδη Κοστολόγησης, Άμεση- Πλήρη Κοστολόγηση, Πραγματική- Κανονική Κοστολόγηση, Κοστολόγηση ανά Παραγγελία Activity Based Costing, Προϋπολογισμοί, Ανάλυση σχέσεων Κόστους- Όγκου- Κέρδους, Σύστημα Αυτόνομης Λειτουργίας Αναλυτικής Λογιστικής Εκμετάλλευσης

ΤΕΙ Κεντρικής Μακεδονίας,  
Ελλάδα

### 2018- Σήμερα

**Διδάσκων στο μάθημα εξ αποστάσεως  
«ΚΟΣΤΟΛΟΓΗΣΗ»**

**Περιγραφή Μαθήματος:** Έννοιες Κοστολόγησης, Είδη Κοστολόγησης, Άμεση-Πλήρη Κοστολόγηση, Πραγματική-Κανονική Κοστολόγηση, Κοστολόγηση ανά Παραγγελία Activity Based Costing, Προϋπολογισμοί, Ανάλυση σχέσεων Κόστους-Όγκου-Κέρδους, Σύστημα Αυτόνομης Λειτουργίας Αναλυτικής Λογιστικής Εκμετάλλευσης

**Πανεπιστήμιο**      **Λευκωσίας,**  
**Κύπρος**

**2018- Σήμερα**

**Διδάσκων στο μάθημα εξ αποστάσεως  
«ΛΟΓΙΣΤΙΚΗ»**

**Περιγραφή Μαθήματος:** Βασικές Αρχές Λογιστικής, Εκμάθηση Ελληνικού Λογιστικού

Σχεδίου, Λογιστικές Καταστάσεις, Λογαριασμοί, Ημερολογιακές Εγγραφές

**Πανεπιστήμιο**      **Λευκωσίας,**  
**Κύπρος**

**2018- Σήμερα**

**Επισκέπτης Καθηγητής στο ΤΕΙ Κεντρικής Μακεδονίας στο μάθημα  
«Ελεγκτική»**

**Περιγραφή Μαθήματος:** Βασικές Αρχές Ελεγκτικής, Είδη Ελέγχου, Δεοντολογία, Λογιστικός

Έλεγχος, Έλεγχος Αποθεμάτων και Αποθήκης, Έλεγχος Ταμείου, Έλεγχος Καθαρής Θέσης

**ΤΕΙ Κεντρικής**      **Μακεδονίας,**  
**Ελλάδα**

**2018- Σήμερα**

**Μέλος Εξεταστικής τριμελούς επιτροπής σε 23  
Διπλωματικές**

ΠΜΣ στη Φορολογική και Χρηματοοικονομική Διοίκηση Στρατηγικών Αποφάσεων

**Πανεπιστήμιο**      **Μακεδονίας,**  
**Ελλάδα**

### 2015- Σήμερα

**Διδάσκων Προγράμματος** εξ αποστάσεως στο **Μάθημα «Γενική Λογιστική»**

**Περιγραφή Μαθήματος:** Βασικές Αρχές Λογιστικής, Εκμάθηση Ελληνικού Λογιστικού

Σχεδίου, Λογιστικές Καταστάσεις, Λογαριασμοί, Ημερολογιακές Εγγραφές

**Πανεπιστήμιο** **Μακεδονίας,**  
**Ελλάδα**

### 2015- Σήμερα

**Διδάσκων Προγράμματος** εξ αποστάσεως στο **Μάθημα «Διοικητική Λογιστική και**

**Κοστολόγηση**  
**»**

**Περιγραφή Μαθήματος:** Έννοιες Κοστολόγησης, Είδη Κοστολόγησης, Άμεση- Πλήρη

Κοστολόγηση, Πραγματική- Κανονική Κοστολόγηση, Κοστολόγηση ανά Παραγγελία Activity Based Costing, Προϋπολογισμοί, Ανάλυση σχέσεων Κόστους- Όγκου- Κέρδους, Μηχανογραφημένη Κοστολόγηση, Σύστημα Αυτόνομης Λειτουργίας Αναλυτικής Λογιστικής Εκμετάλλευσης

**Πανεπιστήμιο** **Μακεδονίας,**  
**Ελλάδα**

### 2012- 2018

**Βοηθός Διδασκαλίας** στο **Μάθημα**  
**«Κόστος Ι»**

**Περιγραφή Μαθήματος:** Αρχές Κοστολόγησης, Διοικητική Λογιστική, Είδη Κοστολόγησης, Άμεση- Πλήρη Κοστολόγηση, Πραγματική- Κανονική Κοστολόγηση, Κοστολόγηση ανά

Παραγγελία, Προϋπολογισμοί, Ανάλυση σχέσεων Κόστους- Όγκου- Κέρδους,

**Τμήμα Οργάνωσης και Διοίκησης**  
**Επιχειρήσεων**

**Πανεπιστήμιο** **Πειραιώς,**  
**Ελλάδα**

## 2012- 2018

**Βοηθός Διδασκαλίας στο Μάθημα  
«Κόστος II»**

**Περιγραφή Μαθήματος:** Έννοιες Κοστολόγησης, Είδη Κοστολόγησης, Άμεση-Πλήρη

Κοστολόγηση, Πραγματική- Κανονική Κοστολόγηση, Κοστολόγηση ανά Παραγγελία, Activity

Based  
Costing,

**Τμήμα Οργάνωσης και Διοίκησης  
Επιχειρήσεων**

**Πανεπιστήμιο Πειραιώς,  
Ελλάδα**

## 2012- 2014

**Επικουρικό Μάθημα: «Εισαγωγή στη Χρηματοοικονομική  
Λογιστική»**

**Περιγραφή Μαθήματος:** Βασικές Αρχές Λογιστικής, Εκμάθηση Ελληνικού Λογιστικού

Σχεδίου, Λογιστικές Καταστάσεις, Λογαριασμοί, Ημερολογιακές Εγγραφές

**Τμήμα: Μάρκετινγκ και Διοίκησης  
Λειτουργιών**

**Πανεπιστήμιο Μακεδονίας,  
Ελλάδα**

## 2012- 2014

**Επικουρικό Μάθημα:  
«Κοστολόγηση»**

**Περιγραφή Μαθήματος:** Έννοιες Κοστολόγησης, Είδη Κοστολόγησης, Άμεση-Πλήρη

Κοστολόγηση, Πραγματική- Κανονική Κοστολόγηση, Κοστολόγηση ανά Παραγγελία, Activity

Based Costing, Προϋπολογισμοί, Ανάλυση σχέσεων Κόστους- Όγκου- Κέρδους,

**Τμήμα: Μάρκετινγκ και Διοίκησης  
Λειτουργιών**

**Πανεπιστήμιο Μακεδονίας,  
Ελλάδα**

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## ΔΙΟΙΚΗΤΙΚΗ ΕΜΠΕΙΡΙΑ

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### 2005- Σήμερα

Μέλος του Διοικητικού Συμβουλίου της «ΦΑΕΕ  
Μαντουλίδης» Εκπαιδευτήρια Μαντουλίδη,  
Θεσσαλονίκη, Ελλάδα

### 2014- 2015

Μέλος Επιτροπής Ειδικής Σύστασης  
Τμήμα Οργάνωσης και Διοίκησης Επιχειρήσεων, Πανεπιστήμιο Πειραιώς

### 2016- Σήμερα

16<sup>η</sup>, 17<sup>η</sup>, 18<sup>η</sup>, 19<sup>η</sup> ΔΙΕΘΝΗΣ ΕΚΘΕΣΗ ΒΙΒΛΙΟΥ,  
ΘΕΣΣΑΛΟΝΙΚΗΣ Συμμετοχή, Οργάνωση και Διεύθυνση  
Εκθεσιακών Χώρων

### 2017

Αξιοποιήθηκε από τους Στρατιωτικούς Οικονομικούς Επιθεωρητές  
«Διεύθυνση Ελεγκτικού» (ΔΕΛ) του Ελληνικού Στρατού Ξηράς

### 2013- 2015

Αναπληρωτής Γραμματέας του Διεθνούς Οργανισμού  
“ASECU Youth”, for Economic Cooperation Universities in Southeastern Europe and the  
Black  
Sea Region

### 2011- 2013

Αντιπρόεδρος του Διεθνούς Οργανισμού:  
“ASECU Youth”, for Economic Cooperation Universities in Southeastern Europe and the  
Black  
Sea Region

### 2010- 2011

Γραμματέας του Συλλόγου Μεταπτυχιακών και Διδακτορικών φοιτητών  
Πανεπιστήμιο

Μακεδονίας, Θεσσαλονίκη

2010

Βοηθός Οργάνωσης Ημερίδας Μάρκετινγκ, Τμήμα Μάρκετινγκ,  
Πανεπιστήμιο

Μακεδονίας, Έδεσσα

---

## ΣΥΓΓΡΑΦΗ ΚΑΙ ΕΠΙΜΕΛΕΙΑ ΒΙΒΛΙΩΝ

---

### Συγγραφή Κεφαλαίων Βιβλίων

- Κεφάλαιο Ενδοομλικής Τιμολόγησης (Transfer Pricing),

**Σύγγραμμα:** "Λογιστική Εταιριών και Φορολογία Εισοδήματος", Θεοφάνη  
Καραγιώργου,

2016.

### Επιμέλεια και Μορφοποίηση Βιβλίων

- "Εισαγωγή στη Χρηματοοικονομική Λογιστική", Θεοφάνη Καραγιώργου,  
2011, 2016,

2017.

- Scientific Book “Strategic Marketing for Tourism Services”, Editors Rodoula H. Tsiotsou & Ronald E. Goldsmith, 2012
- “Χρηματοοικονομική Λογιστική”, Θεοφάνη Καραγιώργου, 2011, 2016, 2018.
- “Λογιστική Εταιριών και Φορολογία Εισοδήματος”, Θεοφάνη Καραγιώργου, 2010, 2016.
- “Φορολογική Πρακτική”, Θεοφάνη Καραγιώργου, 2010, 2013, 2015, 2017.
- “Διεθνή Λογιστικά Πρότυπα”, Θεοφάνη Καραγιώργου και Ανδρέα Πετρίδη, 2010, 2017.
- “Μηχανογραφημένη Λογιστική, Θεωρία και Πράξη”, Θεοφάνη Καραγιώργου και Ανδρέα Πετρίδη, 2010, 2015.
- “Μηχανογραφημένη Κοστολόγηση, Θεωρία και Πράξη”, Θεοφάνη Καραγιώργου και Ανδρέα Πετρίδη, 2010, 2015, 2018.

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## ΔΗΜΟΣΙΕΥΣΕΙΣ ΣΕ ΠΕΡΙΟΔΙΚΑ

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1. Drogalas, G., Karagiorgos, A., Pazarskis, M., & Vagenas, N. (2019). Informal interactions between audit committees and internal audit function. Evidence from Greek listed firms. Corporate Board: Role, Duties and Composition, 15(1), 25-32. <http://doi.org/10.22495/cbv15i1art3> (ABS 1)

2. Drogalas, G, Karagiorgos, A., Mitskinis, D. and Antonakis, N. (2019). "Evaluation of external audit services according to international standards on auditing. An empirical approach on health care organizations", *Risk Governance & Control: Financial Markets & Institutions/ Volume 9, Issue 2*, pp. 8-17.
  
3. Karagiorgos, A., Drogalas, G., Lazos, G., & Fotiadou, I. (2019). Tax policy, tax disharmony and tax competition: The situation of Greek economy. *Journal of Governance & Regulation*, 8(2), 8-16.[http://doi.org/10.22495/jgr\\_v8\\_i2\\_p1](http://doi.org/10.22495/jgr_v8_i2_p1)
  
4. Karagiorgos, A., Stamatis, S., Plioska, P., & Koutri, O. (2019). "Audit in the service of revenue increase: A tool for boards and committees of local authorities." *Corporate Board: Role, Duties and Composition*, 15(2), 8-17. <https://doi.org/10.22495/cbv15i2art1>
  
5. John Sorros, Alkiviadis Karagiorgos, Nikos Mpelesis, 2018, "Adoption of Activity-Based Costing: A Survey of the Education Sector of Greece", *International Advances in Economic Research*, (2017), 1-12, DOI 10.1007/s11294-017-9640-1. (Q3)
  
6. Belesis, Nikolaos and Sorros, John and Karagiorgos, Alkiviadis, *Financial Crisis and Value Relevance of Financial Statements* (September 15, 2016). Available at SSRN: <https://ssrn.com/abstract=3316084> or <http://dx.doi.org/10.2139/ssrn.3316084>



7. John Sorros, Nikos Mpelesis, Alkiviadis Karagiorgos (2015), "The reliability of Impairment

Tests" The case of Vessels" Published Procedia Economics and Finance 32 ( 2015 ) 1787 –

1793, ELSEVIER.

8. Nikos Mpelesis, John Sorros, Alkiviadis Karagiorgos, (2019), "Financial Market Data Versus Accounting Data Which Better Explains Stock Returns?" International Advances in Economic Research, υπό διαδικασία ΚΡΙΣΕΩΣ

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## ΔΗΜΟΣΙΕΥΣΕΙΣ ΣΕ ΤΙΜΗΤΙΚΟΥΣ ΤΟΜΟΥΣ

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1. Alkiviadis Karagiorgos, John Sorros, Efstratios Livanis, Nikos Mpelesis, 2017, "Sticky Costs and its Cost Behavioral factors: Theory and Practice", Τιμητικός Τόμος Καθηγητή Γεώργιου Οικονόμου, Πανεπιστήμιο Πειραιώς.
2. Alkiviadis Karagiorgos, John Sorros, Nikos Mpelesis, 2016, "ABC methods in the Education Sector, a Greek Education System presentation and possible ABC future Applications", "Contributions to Accounting Research II", Τιμητικός Τόμος Καθηγητή Αναστάσιου Τσάμη, Παντείου Πανεπιστημίου.
3. Alkiviadis Karagiorgos, John Sivakis, Theofanis Karagiorgos, 2016, "Παρουσίαση της Στρατηγικής Ενδοομιλικής Τιμολόγησης, Η Εμπλεκόμενη Φορολογία και παραδείγματα κατανόησης της Μεθόδου", "Contributions to Accounting Research II", Τιμητικός Τόμος Καθηγητή Αναστάσιου Τσάμη, Παντείου Πανεπιστημίου.

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## ΔΗΜΟΣΙΕΥΣΕΙΣ ΣΕ ΣΥΝΕΔΡΙΑ

---

1. Karagiorgos T., Lazos G., Karagiorgos A. & Leontiadis N. (2019). "Accounting, Auditing and Transparency, Addressing the issues of Greek society". International Conference on Business & Economics of the Hellenic Open University, 2019-02-22, Athens, Greece.

2. **Drogalas, G, Karagiorgos, A., and Pazarskis, M. (2018). "Internal Audit and Court of Auditors role in Public Administration, 12th Annual Conference of the EuroMed Academy of Business (EMAB) that will be held in Thessaloniki, Greece, September 18th-20th, 2019.**
  
3. **Karagiorgos A., Sorros J., Mpelesis N. (2018). "Administrative accounting outsourcing and internal accounting departments in educational institutes". 86th International Atlantic Economic Conference, New York, United States, 11-14 October 2018.**
  
4. **Sorros J., Mpelesis N., Karagiorgos A. (2018). "Financial Market Data VS Accounting Data.**

**Who explains stock returns best?". 86th International Atlantic Economic Conference, New York, United States, 11-14 October 2018.**

5. Karagiorgos A., Sorros J., Mpelesis N., (2016), Πρακτικά Συνεδρίου IAES (International Atlantic Economic Society, Washington D.C., U.S.A. 2016, με θέμα εργασίας “The Limitations of Cost Management Reforms in the field of Education Institutes”.
6. Karagiorgos A., John Sorros J., Mpelesis N., Πρακτικά Συνεδρίου IAES (International Atlantic Economic Society, Washington D.C., U.S.A. 2016, με θέμα “Financial Crisis and Value Relevance of Financial Statements”.
7. Karagiorgos A., Sorros J., Mpelesis N., Πρακτικά Συνεδρίου IAES (International Atlantic Economic Society, Boston, U.S.A. 2015, με θέμα “Leverage and Value Relevance of Financial Statements”.
8. Karagiorgos A., Sorros J., Mpelesis N., Πρακτικά Συνεδρίου IAES (International Atlantic Economic Society, Boston, U.S.A., 2015, με θέμα εργασίας “ABC’s Adoption Capability, A survey in Greece’s Education Sector”.
9. Karagiorgos A. Sorros J., Oikonomou M., Πρακτικά του RCFEA 2014- Rimini Conference in Economics and Finance. Με θέμα εργασίας: “A Balanced Scorecard Literature Review and its Accounting and Auditing Aspects”, τον Ιούνιο του 2014.
10. Karagiorgos A., Sorros J., Mpelesis N., Πρακτικά του RCFEA 2014- Rimini Conference in Economics and Finance. Με θέμα εργασίας: “Sarbanes – Oxley Act and Value Relevance of Financial Statements”, τον Ιούνιο του 2014.
11. Karagiorgos A., Sorros J., Mpelesis N., Πρακτικά του RCFEA 2014- Rimini Conference in Economics and Finance. Με θέμα εργασίας: “An ABC literature Review- an Introduction and Evaluation of the Costing Method”, τον Ιούνιο του 2014.
12. Karagiorgos A., Sorros J., Oikonomou M., Πρακτικά του ICAEEFA- 4th International Conference AEEFA, Penang, Malaysia. Με θέμα εργασίας “A Balanced Scorecard Literature Review and its Accounting and Auditing Aspects”, τον Σεπτέμβριο του 2014.
13. Karagiorgos A., Sorros J., Mpelesis N., Πρακτικά του ICAEEFA- 4th International Conference AEEFA, Penang, Malaysia. Με θέμα εργασίας “ An ABC survey and its possible application in Greek Education Institutes”, τον Σεπτέμβριο του 2014.

14. Karagiorgos A., Sorros J., Mpelesis N., Πρακτικά του ICAEEFA- 4th International Conference AEEFA, Penang, Malaysia. Με θέμα εργασίας “Sarbanes – Oxley Act and Value Relevance of Financial Statements: An approach using Return Models”, τον Σεπτέμβριο του 2014.
15. Karagiorgos A., Sorros J., Mpelesis N., Πρακτικά του NHIBE 2013- New Horizons in Industry, Business and Education. Με θέμα Εργασίας: “Knowledge Economy in the field of Accounting: “Intellectual Capital as an Organization’s Asset and Innovation Tool”
16. Karagiorgos A., Sorros, J., Livanis S., Mpelesis N., Πρακτικά του ICABE 2013- International Conference on Applied Business and Economics. Με θέμα εργασίας: “Sticky Costs and its Cost Behavioral factors: Theory and Practice”, τον Οκτώβριο του 2013.
17. Karagiorgos A., Sorros J., Mpelesis N., Πρακτικά του ICABE 2013- International Conference on Applied Business and Economics. Με θέμα εργασίας: “The reliability of Impairment Tests, the case of Vessels ”, τον Οκτώβριο του 2013.

18. Karagiorgos A., Sorros J., Πρακτικά 2ου Συνεδρίου της ASECU youth στο Πανεπιστήμιο Alexandru Ioan Cuza, Ιάσιο, Ρουμανία, με θέμα "Current Challenges of the Global Economy, με θέμα εργασίας: Electronic Transactions through B2B Marketing, τον Ιούλιο του 2012.
19. Karagiorgos A., Sorros J., Πρακτικά 4ου Διεθνούς Συνεδρίου Λογιστικής και Χρηματοοικονομικής του Πανεπιστημίου Μακεδονίας με θέμα εργασίας: "Transfer Pricing and its strategies for Intangible Assets", τον Αύγουστο του 2012.
20. Karagiorgos A., Sorros J., 11ο Συνέδριο της Ελληνικής Ένωσης Χρηματοοικονομικής και Λογιστικής (ΗΦΑΑ) Με θέμα εργασίας: "Understanding Sticky Costs and The Factors Affecting Cost Behavior", τον Δεκέμβριο του 2012.
21. Karagiorgos A., Πρακτικά Συνεδρίου της ASECU youth στο Rostov, Ρωσία, με θέμα «1<sup>ST</sup> International Scientific Conference for Undergraduate, Graduate and Postgraduate students- Members of ASECU Youth, με θέμα εργασίας: Corporate Social Responsibility in the countries of south- East Europe, τον Σεπτέμβριο του 2011.
22. Tsiotsou R., Karagiorgos A., Kontzoglou L., Πρακτικά Συνεδρίου III International Congress on Teaching Cases related to Public and Nonprofit Marketing, under the theme Social Responsibility με θέμα εργασίας: «The implementation of corporate social responsibility from a new to the market company" The Case of Olympus SA", τον Δεκέμβριο του 2011.

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## ΕΤΕΡΟΑΝΑΦΟΡΕΣ

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1. Jamal Abu-Serdaneh, 2014, The Asymmetrical Behavior of Cost: Evidence from Jordan,  
  
International Business Research; Vol. 7, No. 8; 2014 ISSN 1913-9004 E-ISSN 1913-9012  
  
Published by Canadian Center of Science and Education
2. Edgar Pamplona, Clóvis Fiirst, Thiago Bruno de Jesus, Silva Vinícius Costa da Silva Zonatto,  
  
2016, Sticky costs in cost behavior of the largest companies in Brazil, Chile and Mexico, Contaduría y Administración, Volume 61, Issue 4, October–December 2016, Pages 682-704

3. **Benny Armanto, Karoline Melanika Tiono, Henry Suthiono, (2014), The Stickiness of Selling, General, and Administrative Costs in the Indonesian Companies, International Research Journal of Business Studies, Vol 7, No 1,**
4. **Nico Wolters, 2015, Controlling Contract Cost: Introducing Total Cost of Usage to support the management accounting system, Thesis, Industrial Engineering and Management Track: Financial Engineering Behavioral Management and social sciences, University of Twente**
5. **Nazemi Ardakani, M., Hekmati, F. (2016). 'Investigating the Stickiness of Costs in the Pharmaceutical Companies Listed on the Tehran Stock Exchange', Journal of Health Accounting, 4(4), pp. 77-96.**
6. **Swati Gupta, Rajesh Tripathi, 2018 Feasibility of Costing Model Variants: An Investigation of Small Scale Industry, Parikalpana - KIIT Journal of Management, Vol.14(I).**

7. Luiza Santangelo, Flávia Renata de Souza, Fernando Richartz, 2016, Influência da estrutura operacional e decisão dos gestores nos Sticky costs, XXIII Congresso Brasileiro de Custos – Porto de Galinhas, PE, Brasil, 16 a 18 de novembro de 2016

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## ΔΙΑΚΡΙΣΕΙΣ

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### 2013

Βραβείο Καλύτερης Εργασίας σε Session,

NHIBE 2013- New Horizons in Industry, Business and Education, Conference. Paper's Title: "Knowledge Economy in the field of Accounting: Intellectual Capital as an Organization's Asset and Innovation Tool".

## 2005- 2009

Υποτροφίες, Ίδρυμα Κρατικών Υποτροφιών, Αθήνα, Ελλάδα

- 2008- 2009
- 2007- 2008
- 2006- 2007
- 2005- 2006

## ΑΤΟΜΙΚΕΣ ΔΕΞΙΟΤΗΤΕΣ

Μητρική Γλώσσα: Ελληνική

Αγγλική Γλώσσα:

ΚΑΤΑΝΟΗΣΗ		ΟΜΙΛΙΑ		ΓΡΑΦΗ
Προφορική	Γραπτή	Επικοινωνία	Έκφραση	
C2	C2	C2	C2	C2

- Proficiency in English, University of Michigan, 2003

- Επάρκεια Διδασκαλίας Αγγλικής Γλώσσας. Δευτεροβάθμια Εκπαίδευση, Ελλάδα, 2004

Επίπεδα: A1- A2 Βασικός Χρήστης, B1- B2 Βασικός Χρήστης, C1- C2 Έμπειρος Χρήστης

Ψηφιακές Δεξιότητες:

- Moodle Platfom προς εξ αποστάσεως εκπαίδευση
- Certified Computer User ACTA, Microsoft Office, 2008

- Accounting Information Systems User

Payroll, Unisoft "Kefalaio", Unisoft "X Line", Unisoft "Atlantis"

- SPSS



- Adobe Photoshop 4.0

Στρατιωτική Θητεία 2017

**Τέλεση και λήξη Στρατιωτικών Υποχρεώσεων, Δεκέμβριος 2017**

Κάτοχος Διπλώματος Οδήγησης 2006

# CURRICULUM VITAE

## Athanasiadou Anthi

### Personal Data

Home Address : \*\* \*\*\*\*\* \*\*\*\*\* Street, \*\*\*\*\* , \*\*\*\*\* Nicosia - Cyprus

Telephone Number: - Home : \*\*\*\*\*

- Mobile : \*\*\*\*\*

E-mail : \*\*\*\*\* @hotmail.com

Marital Status : Single

Nationality : Cypriot

---

### Experience:

**December 2015:** I am an accredited examiner for French exams (DELF)

**September 2014 until today:** I have been teaching French at the French Institute (adolescents And adults). I have been teaching French for specific purposes (diplomacy, law).

**January 2013 until today:** I have been teaching French (A1.1, A1, A2) at the College of Tourism and Hotel Management.

**January 2009 - 2013:** I have been teaching French at the Language Centre of the University of Cyprus as a special scientist.

**2009 23<sup>rd</sup> November - 26th November:** Substituting all French classes at the

University of Nicosia. (A1 level and French for specific purposes: culinary French, 12 hours)

**January 2009 – September 2009:** I taught French at the University of Nicosia (A1 and A2+)

**April 2008 – June 2009 :** Global College

I taught Business English for adults.

**September 2008 – June 2009:** Pathway Institute, Nicosia

I taught English for young children.

---

- Education

**2007-2008 :** I have obtained my Master's degree in French Foreign Language (Université Paul Valéry).

**2006-2007 :** I completed the first year of the Master's programme in French Foreign Language (FLE) (Université Paul Valéry).

**2004-2006 :** I was transferred to Montpellier where I obtained my Bachelor degree in English Literature and Teaching of French as a foreign language (F.L.E) (Université Paul Valéry).

**2001-2004 :** I studied in Lyon English Language and Literature (LLCE ANGLAIS) (Université Lumière Lyon II).

**2000-2001 :** I graduated from Ayios Georgios Lakatamia, High school.

---

### **Trainings:**

From 17<sup>th</sup> of February to the 12<sup>th</sup> of March: Classes observation for 50 hours at the French Cultural Centre. A two hour teaching of listening comprehension. (Master 1)

**Dissertation:** *“How to teach listening comprehension with text and image for learners of French.*

From the 1<sup>st</sup> of March to the 31<sup>st</sup> of May Creating activities for listening and speaking, elaborating audiovisual material and resources

using Langlab as to create a multimedia laboratory for the Language Centre of the University of Cyprus. (Master 2)

**Dissertation:** “Creating a multimedia laboratory for the students of the University of Cyprus. Using technology to develop the competences of listening comprehension and speaking.”

*February 1, 2010 – April 1, 2010*

*-Pedweb2.0: participating on an online course for developing multimedia resources by using new technologies such as podcasts, wikis, blogs etc. It was directed by the Language Centre of the University of Cyprus.*

*Participating in seminars:*

*- Colloque de didactique à l’Université Montpellier III*

*March 27-29, 2009*

*- « Le français précoce à Chypre » at University of Cyprus*

*March 29, 2010*

*- FLIT 2013, Foreign Language Instructional Technology E-nnovative Learning,*

*University of Cyprus, December 5-7, 2013*

*-I have participated in many seminars organised by the French Institute dealing with new teaching methods for all ages.*

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## **Other Skills**

### **Languages**

Spanish : Very good

- GCSE O Level A

## **Computer**

- Very good knowledge of Computer and typing: Word, Excel, Internet Explorer; Power Point, Blogs, podcasts, Wikis etc.

## **Royal Academy of Music Certificates**

- Grade 5 Piano
- Grade 6 Theory

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- Interests:

- Sports: cycling, running, martial arts
  - Reading
  - Cinema
  - Travelling
- 

## **References**

- Ms Mary Georgiou  
French Lecturer  
  
Centre of Modern Languages  
  
Languages Department  
  
University of Nicosia  
  
22 461566
- Ms Michèle Verdelhan  
Université Paul-Valéry Montpellier III  
  
Professeur Sciences du langage

Responsable Pédagogique Master 2 FLE

[michele.verdelhan@univ-montp3.fr](mailto:michele.verdelhan@univ-montp3.fr)

+33(0)467142216

## **Dr. ANNA ZOIROU**



Anna Zoirou is an Economist – Senior Business Consultant (Member of the Economic Chamber of Greece). Since September 2016 and for 3,5 years she had been the Deputy Chief Executive Officer of the biggest pediatric hospital of Greece “St. Sophia” with 1270 employees.

She is a business and financial management professional with extensive experience in European and government affairs. Her 20-year international career in Brussels, London, and Athens includes managerial - consulting positions in the private sector (industries of shipping, telecommunications & pharmaceuticals) as well as senior governmental placements (European Parliament, Ministry of Finance, Ministry of Health, Ministry of Development).

She was one of the first members of the Board of Directors at the Hellenic Privatizations Fund of the Ministry of Finance, while for many years she had been a Senior Scientific Adviser on European and economic affairs at the European Parliament in Brussels and the National Parliament in Athens. She had also been one of the first Commissioners of the National Health Procurement Committee at the Greek Ministry of Health. At the same time, she had been the President of the Joint Working Group for the new health procurement law’s immediate implementation as well as a Member of the Co-ordination Committee of the Ministry managing Greece’s health economics.

She has been awarded the degree of Doctor in Applied Economics by the Faculty of Economics, Social, and Political Sciences, at the University of Brussels (VUB) after a 10-year research in the field of ICT. Her doctoral dissertation focused on the banking sector.

In 2002 she completed her postgraduate studies leading to the award, of the Master in Business Administration MBA, with specialization in Industrial Location, from the University of Brussels. This Master’s Degree was awarded to her with the grade of distinction. Both her doctoral and master’s degrees have been officially recognized by the Greek National Academic Recognition Information Center (DOATAP).

Her First Degree, BSc in Business Administration - First Class, was awarded to her in 1999 by the Faculty of Economics and Business Administration of the Higher Technological Educational Institution of Athens after numerous scholarships, prizes and awards, received for her outstanding progress. Her practical training took place at the Administration of a British Educational Institution (The London Institute) after she received an EU scholarship due to excellence in her performance. She is a graduate of the pilot college Arsakio of Athens.

Some of the positions she had in the past during her long European career include:

- Global Credit Manager at Marlink SA – Group of Telenor (Brussels, Belgium)
- Senior Scientific Consultant on Economic, European and International Affairs at the European Parliament (Brussels, Belgium)
- Lecturer of Micro and Macro Economics at the City College (London, UK)
- Senior Scientific Advisor to the President at the National Parliament (Athens, Greece)
- Marketing Manager of UK & Ireland at the Greek National Tourism Organization (London, UK)

A detailed curriculum vitae is attached.

## Curriculum Vitae

### Personal Details

**Name:** ANNA ZOIROU

**Address:** \*\*\*\*\*

**Mobile No:** \*\*\*\*\*

**Email:** \*\*\*\*\*

**Nationality:** Hellenic

**Place of Birth:** Athens, Greece

**Date of Birth:** \*\*\*\*\*

**Marital Status/Sex:** Single/Female

### Educational background

Sep 03 – June 13 Vrije Universiteit Brussel – VUB, Brussels, Belgium  
Faculty of Economics, Social & Political Sciences – Solvay School of Management  
**PhD (Doctor of Philosophy) in Applied Economics**

Oct 00 – June 02 Vrije Universiteit Brussel – VUB, Brussels, Belgium  
Faculty of Economics, Social & Political Sciences – Solvay School of Management  
**MBA (Master of Business Administration) in English**  
**Awarded with Distinction – Grade: 78,08%**

Feb 95 – Feb 99 Higher Technological Educational Institution of Athens, Greece  
**BSc (Hons) in Business Administration – Grade 8.79/10 (First Class)**  
Practical Training in **London – EU Scholarship**

Sep 90 – June 93 Pilot College ‘Arsakio of Athens’, Greece  
Lyceum – General graduation grade **18.4 out of 20**

Sep 87 – June 90 Pilot College ‘Arsakio of Athens’, Greece  
High School – General graduation grade **19 out of 20**

Sep 81 – June 87 Pilot College ‘Arsakio of Athens’, Greece  
Elementary School – General graduation grade **A**



## Academic Appointments

- 2016 – 2017 Athens University of Applied Sciences, MBA Program, Athens, Greece  
**Senior Lecturer in Financial Management**
- 2003 - 2004 City College of London, Department of Business Administration, London, UK  
**Lecturer in Micro-Macro Economics**

## Working Experience

- Sept 16 – Jan 20 General Children’s Hospital “St. Sophia”, Athens – Greece  
**Deputy Chief Executive Officer & Vice President of the Board**
- Oct 15 – Jan 16 TREK Consulting SA, Athens – Greece  
**Director of the Project Development & Financing Unit**
- July 15 – Oct 15 National Parliament of Greece, Athens – Greece  
**Special Scientific Advisor to the President of the Greek Parliament**
- April 10 – June 14 National Parliament of Greece, Athens – Greece  
**Senior Scientific Adviser on Economic and European Affairs**
- July 11 – March 13 Greek Ministry of Finance – Privatization Fund, Athens – Greece  
**Member of the Board of Directors**
- Nov 10 – Dec 11 ALAPIS S.A. Pharmaceutical Company, Athens – Greece  
**Senior Business Development Consultant**
- Feb 08 – Jan 10 Greek Ministry of Health and Social Solidarity,  
National Health Procurement Committee, Athens – Greece  
**Commissioner**
- June 04 – Jan 08 European Parliament (EP), Brussels – Belgium  
**MEP’s Senior Scientific Consultant on Economic and International Relationships Affairs**
- Feb 03 – Feb 04 Greek Ministry of Development,  
Greek National Tourism Organization (GNTO), London – U.K.  
**Marketing Manager of UK and Ireland**
- Aug 00 – Sep 02 MARLINK- ex. SAIT Communications, Brussels – Belgium  
Member of the TELENOR group / Finance Dept.  
**Global Credit Manager/Head of Collections**
- Aug 99 – July 00 SAIT Communications, Brussels – Belgium  
**Credit Officer for UK and Greece**
- Oct 98 – June 99 Levant Maritime Co. Ltd., London – U.K.  
**Financial Officer**
- Mar 98 – Aug 98 London College of Printing, London – U.K.  
**Project Development Administrator – EC Scholarship**

## **Awards**

- Feb 1995 **Scholarship** by the Technological Educational Institution of Athens/State Scholarships Foundation
- Feb 1996 **Scholarship** by the Technological Educational Institution of Athens/State Scholarships Foundation
- Feb 1996 **Award “Always Excel”** by the Ministry of National Education and Religion/(SSF)
- Feb 1997 **Scholarship** by the European Union for the practical training in London

## **Memberships**

Member of the **Economic Chamber, Greece**

Member of the **National Council for the Higher Technological Education, Greece**

## **Languages**

- Greek** (Fluent – mother tongue)
- English** (Fluent – written/spoken)
- French** (Working knowledge)
- Italian** (Basic knowledge)

## **Other skills**

Very good knowledge of: Word, Excel, PowerPoint, Access, Outlook, Focus, Baan, Internet/E-mail.

## **Interests**

Playing the piano, horse riding, learning foreign languages, travelling abroad

## **Other Information**

Good health, non-smoker, driving license.

## **Personal Statement**

I am detail-oriented, self-organized, hardworking, self-confident, self-motivated, productive and capable of bringing to a successful conclusion any task I may undertake. I have excellent interpersonal skills as well as leadership, negotiation, organization, planning and managing skills. Moreover, I have the ability to gather accurate information for decision making under pressure, to relate to people at all levels, to influence a wide range of people into accepting new ideas and solutions and to work effectively with team members to achieve common goals. I enjoy working with other people and consider myself a team player.

## **References**

Copies of professional, academic and personal recommendation letters/references are available upon request.

## **NICOLETTA IERIDOU**

**Address:** \*\*\*\*\* Nicosia

**Email:** \*\*\*\*\*

**Telephone:** +357\*\*\*\*\*

**Nationality:** Cypriot

### **EDUCATION:**

**2015-2016:** University of Nicosia.

#### ○ MA TESOL

Curriculum included:

- Educational Technology in TESOL (preparing internet and lab lessons.)
- Effective Teaching strategies which enhance professional development.
- Second language acquisition.
- Teaching English for Specific Purposes.
- Classroom and peer observation (This course benefits all those in second language teaching who are interested in lifelong education and professional development.)
- Language Teaching Methodology and Course Design.
- Teaching English to Young Learners.
- Language Skills and Materials Development.

**2005-2009:** University of Sunderland, UK

○ BA, English with Education and TrainingGPA:

Second Class (First Division)

Curriculum included:

- Dissertation focused on Plato, one of the greatest philosophers of all timesand Plato's struggle between poetry and philosophy.
- Analysing educational topics.
- Equality and Diversity in Contemporary Society.

- Foundations of Teaching and Learning.
- Policy studies in Education.
- Literature: History, Theory and Criticism.
- Studying and Writing Literature.
- Literature:1700- 1789 ( The Enlightenment)
- Recent American Crime Fiction and Storytelling Post-War American Fiction.
- French Language and Culture (levels: 1,2,3,4)

- 2005: Institute of Lyon, France

Studying and Learning about the French Language and Culture.

- 1997- 2004: The Grammar School, Nicosia, Cyprus

### **Career History:**

**2023:** Teaching English at ***City Unity College Nicosia***. The modules include:

- English Composition
- Advanced English Writing
- Public Speaking
- Business Communications

**2020- 2023:** School Substitute Teacher ( State schools)

**2011- 2023:** Teaching English at the ***State Institutes of further Education***.

Teacher's duties and responsibilities:

- Plan, prepare and deliver lessons to a range of classes and agegroups.
- Prepare and set tests and exercises.
- Write and produce new materials, including audio and visual resources.
- Mark and provide feedback on both oral and written work.
- Supervise classes to ensure all students are learning.

- Maintaining discipline in the classroom.
- Attend parent – teacher meetings.

**2009-2023:** Giving private English lessons to students at all levels including adults.

**2019-2020:** Teaching English to speakers of other languages (TESOL) at

***CBS College of Business Studies.***

- Organising and delivering classroom lectures to students.
- Assign homework and interesting exercises.
  - Provide feedback based on workload.
  - Monthly tests
- Prepare and set examination papers and exercises.

**2009-2011:** Working as a management assistant trainee at Greenland Nursery Co Ltd.

- Administrative duties: handling clients' demands complains and receiving orders over the phone and through the company website.
- Contributing into the creative part of the business. (Helping in creating flower arrangements for events such as weddings and parties.)
- Dealing with the suppliers and the products (such as flower pots, soils, and fertilizers) that the company imports.

○ Other Qualifications:

**Computers:** Word, Excel and Power Point (KEBE)

**Languages:** Greek, English, French and Russian