

## ARTEMIS STASINOPOULOU

DATE OF BIRTH: 11.02.1999

NATIONALITY: GREEK

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### OBJECTIVE

- Always looking to learn new skills, take on extra responsibilities, and grow professionally.
- Self-motivated, team player with strong organizational and interpersonal skills.

### EDUCATION

- ☐ **September 2014 – June 2017:** High School Diploma: 2<sup>nd</sup> High School of Alimos, Attiki, Greece
- ☐ **October 2018:** BA in History, Ionian University, Corfu, Greece

### WORK EXPERIENCE

- ☐ **October 2022 – February 2024:** Waitstaff, Bibo Café, Glyfada, Attiki, Greece
  - Customer Service
  - Explain menu items and record orders
  - Food and Beverage Service
  - Table Maintenance
- ☐ **July 2022 – April 2023:** Events Manager, Bibo Café, Glyfada, Attiki, Greece
  - Client consultation
  - Event Planning and coordination
  - Ensure the menu selection and special dietary Needs
  - Organize the appropriate entertainment and the activities for the kids
  - Cost management
- ☐ **April 2022 – July 2022:** Waitstaff, DeNovo Café, Corfu, Greece
  - Customer Assistance
  - Explain menu items and record orders
  - Food and Beverage Service

	<ul style="list-style-type: none"> <li>- Table Maintenance</li> </ul> <p>☐ <b>July 2018 – August 2021:</b> <u>Sales Promoter</u>, West S.A, Athens, Greece</p> <ul style="list-style-type: none"> <li>- Responsible for promoting SPF ( Sun Protection Factors) products</li> </ul>
	<ul style="list-style-type: none"> <li>- Offer guidance on selecting SPF products that align with customers' skincare routines and makeup preferences.</li> <li>- Conduct live product demonstrations to showcase how SPF products can be integrated into daily skincare and makeup routines.</li> <li>- Stock Management</li> </ul> <p>☐ <b>October 2017 – January 2018:</b> <u>Accountant Assistant</u>, Active Computer Systems AE, Iraklio, Attiki, Greece</p> <ul style="list-style-type: none"> <li>- Documentation Management</li> <li>- Data Entry</li> </ul> <p>Perform general office tasks such as filing, answering phone calls, and responding to emails, scanning.</p> <p>☐ <b>May 2024 – September 2024:</b> <u>Babysitting</u>, Bologna, Italy</p> <ul style="list-style-type: none"> <li>- Responsible for taking care children under the age of 2</li> </ul> <p>☐ <b>September 2024 - April 2025:</b> <u>Waitstaff</u> , Trattoria Trebbi, Bologna, Italy</p> <ul style="list-style-type: none"> <li>- Customer Service</li> <li>- Explain menu items and record orders</li> <li>- Table maintenance</li> </ul>
<b>VOLUNTEER WORK</b>	<p>☐ <b>October 2018:</b> <u>Immigrants' school on Sundays</u>, Athens, Greece</p>
<b>CERTIFICATES</b>	<ul style="list-style-type: none"> <li>• Certificate in <u>Forensic - Psychiatric Psychology</u> of National and Kapodistrian University of Athens</li> <li>• <u>ECDL</u> Certificate in Word processing (MS WORD 2016) , Spreadsheets (MS EXCEL 2016) , Online essentials ( MS INT. EXP. 11 &amp;OUTLOOK 2016)</li> <li>• Teaching Certification in <u>History</u> of Ionian University</li> </ul>
<b>LANGUAGES</b>	<ul style="list-style-type: none"> <li>• Greek (Native)</li> <li>• English – C1 Advanced, ECCE Michigan Language Assessment</li> <li>• Italian – B1 level, Intermediate</li> </ul>

<b>SKILLS</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Communication Skills</li><li><input type="checkbox"/> Creativity</li><li><input type="checkbox"/> Team Spirit</li></ul>
<b>ADDITIONAL SKILLS</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Driver's License ( category: B)</li><li><input type="checkbox"/> Dancer ( category: ballet for 7 years )</li><li><input type="checkbox"/> Tennis ( 5 years )</li><li><input type="checkbox"/> Travelling</li><li><input type="checkbox"/> Music</li><li><input type="checkbox"/> Theater</li></ul>