

MARIA NEONAKI

WORK EXPERIENCE

Secretary

Nov 2021-Feb 2022

Mononews, Athens

- Microsoft Office (Word, Excel, Power Point)
- Meetings schedule
- Call center
- Email replies

News Editor

Mar 2022-Present

Mononews, Athens

- Social media
- Seo
- Business Editing

EDUCATION AND QUALIFICATIONS

Bachelor of Marketing and Communication

Athens University of Economics and Business

I am a graduate of Marketing and Communication department of Athens University of Economics and Business. During my undergraduate studies, I had the chance to broaden my horizons in business administration, marketing, advertising, accounting and finance fields. In my fourth year, I selected the International Entrepreneurship and Innovation direction, in order to deepen my knowledge in the particular field. More specifically, I attended courses such as International Marketing, Issues of Strategy and Innovation and Customer Relationship Management (CRM).

LANGUAGES

Certificate of Proficiency in English, University of Michigan

SEMINARS

Cosmos Academy Career Bootcamp (Cosmosport) Feb 2021

- Youth Entrepreneurship
- Digital Marketing Basics

Workshop E-Commerce 2021 (Intersport) Apr 2021

- New challenges and prospects

Strategy Developing for managing Social Media (Grow with Google) May 2022

SKILLS

- Microsoft Office
- Spss
- Social Media Advertising/Digital Marketing

- Communicative and presentation skills
- Customer Service
- Ability to work under pressure and meet deadlines