

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **EVANGELOU GEORGIA**
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Date of birth **08/08/01979**

WORK EXPERIENCE

- Dates (from – to) September 2010 – Present
 - Name and address of employer **University of Thessaly Vocational Training Institute**, Giannitson & Lahana, Palaia, Sigrotima Tsalapata, 38334, Volos
VOCATIONAL TRAINING INSTITUTE
Coordinator of vocational training programs
 - Coordination and organization of training programs
 - Control of the training procedures and observance of the time schedule
 - Briefing of all the issues and any problems risen to the Project Manager
 - Control of the documentation and budget of the training program
 - Evaluation of the training program and the results of success
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- January 2006 – February 2010
«Dimitra» Institute of Training and Development, 19 Palaiologou Str., 41223, Larissa
INSTITUTE OF TRAINING AND DEVELOPMENT
Coordinator of vocational training programs
 - Composition of proposals on various vocational training programs
 - Coordination and organization of national training programs
 - Responsible for the organization and development of training programs
 - Control of the training procedures and observance of the time schedule
 - Briefing of all the issues and any problems risen to the Project Manager
 - Monthly and quarter briefing to the governmental organizations
 - Control of the documentation and budget of the training program
 - Evaluation of the training program and the results of success
- March 2005 – September 2005
CMA CGM GREECE S.A., 7 Karatassou Str., 546 26, Thessaloniki
SHIPPING AGENCY
Employee of a shipping agency
 - Preparation of the export documentation
 - Communication with customs for the smooth delivery of the commodities
 - Communication with the customer and problem solving when necessary
 - Invoicing of the cargo and smooth delivery of the documentation to the clients
- November 2001 – September 2003
FWL Technologies Company, Liverpool Great Britain
SUPPLY CHAIN MANAGEMENT
Trainer / Implementer

- Review update and provide User Documentation as directed by Project Manager
- Identify and log any system faults encountered during implementation
- Prepare and deliver Training courses to FWL clients and staff
- Provide system support during demos by Sales Dept. as required
- Provide aid to Programmers / Analysts during rectification of system 'bugs'
- Carry out system testing as directed by the Project Manager
- Prepare evaluation reports on all training undertaken
- Maintain an up to date knowledge of their product area within the system directed

TEACHING EXPERIENCE

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held

February 2011 – June 2011

1o Second Opportunity Gymnasium of Larissa

Secondary School

English Teacher

February 2013 – June 2013

1o Second Opportunity Gymnasium of Larissa

Secondary School

English Teacher

February 2007- June 2007

2o IVE LARISSA

PUBLIC INSTITUTE OF VOCATIONAL EDUCATION

English Teacher

October 2007- February 2008

2o IVE LARISSA

PUBLIC INSTITUTE OF VOCATIONAL EDUCATION

English Teacher

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/covered
- Title of qualification awarded
- Level in national classification

October 2003- November 2004

UNIVERSITY OF SUNDERLAND

Project Management

MSc IN PROJECT MANAGEMENT (Distinction)

Masters Degree

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/ covered
- Title of qualification awarded
- Level in national classification

September 1997 – July 2001

LIVERPOOL JOHN MOORES UNIVERSITY

Linguistics and Translation

BA Hons ENGLISH FOR SPEAKERS OF OTHER LANGUAGES AND MODERN LANGUAGE STUDIES – ITALIAN (2:2)

Bachelor Degree

TRAINING - SEMINARS

- Level in national classification

November 2008 – December 2008

Dimitra ITD – Larissa

Trainers' Training

May 2008 – July 2008

Consul ITD – Larissa

Basic Knowledge of Information and Communication Technologies

January 2007 – March 2007

Dimitra ITD – Larissa

Management of small – medium size enterprises

September 2001 – December 2001

Liverpool John Moores University – Liverpool, Great Britain

Internet and the World Wide Web

November 2001

F.K.A. – Freisen, Kaye and Associates – Liverpool, Great Britain

Instructional Techniques

September 2001 – October 2001

GIEU – Liverpool, Great Britain

Graduate growth program

PERSONAL SKILLS

MOTHER TONGUE

OTHER LANGUAGES

- Reading – Writing - Verbal skills

ORGANISATIONAL SKILLS

AND COMPETENCES

COORDINATION AND

ADMINISTRATION OF PEOPLE,
PROJECTS AND BUDGETS; AT
WORK, IN VOLUNTARY WORK (FOR
EXAMPLE CULTURE AND SPORTS)

AND AT HOME, ETC.

TECHNICAL SKILLS

AND COMPETENCES

*With computers, specific kinds of
equipment, machinery, etc.*

DRIVING LICENCE(S)

ADDITIONAL INFORMATION

GREEK

ENGLISH - ITALIAN

Excellent

- Coordinator on Vocational Training programmes under the program of “Vocational Training of Employees in the Private Sector in Certified Institutes of Training”
Coordination, implementation and evaluation of the below training programmes:
 - Organization and promotion of cultural events and programmes
 - Sales techniques in commercial stores
 - Marketing techniques
 - Automation accounting techniques in retail and wholesale trade
 - Quality management systems ISO 9001/2000
 - After sale technical support
 - Business Service
 - Entertainment and customer service in hotel business
- Coordinator on Vocational Training programs under the Program of Supplemental Training for Workers, Unemployed and Entrepreneurs in the field of Tourism aiming at upgrading their knowledge”, launched by the Ministry of Tourism, within the framework of the Operational Program “COMPETITIVENES 2000-2006”.
Coordination, implementation and evaluation of the below training programmes:
 - Promotion & management of the websites in touristic businesses
- Coordinator on Vocational Training programmes under the programme ‘Training employees in basic ICT skills and PowerPoint.
Coordination, implementation and evaluation of 14 training programmes with the city of Larissa
- Participation with submission of proposals within vocational programmes training declarations
 - ECDL Core Certificate
 - Basic I.T. Thematic Certificate
 - Microsoft Project 2000
 - HTML

YES

References upon request