



Angeliki Tsigkri

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WORK EXPERIENCE

Digital Content & Marketing

CeHA Center for eHealth Applications & Services - ICS FORTH [01/10/2023 – Current]

City: Athens | Country: Greece

- Managing digital content (social media, corporate website)
- Creating online & offline marketing material (brochures, videos)
- Communications (press releases, presentations & events)

Ecommerce

OliveSpa Natural Cosmetics [19/06/2019 – 05/09/2023]

City: Heraklion | Country: Greece

- Webpage content, Inventory, Stock monitoring, SEO, Google Ads/Analytics
- Online sales administration of 2 corporate e-shops (parcels, invoicing, follow-up)
- Customer service in various channels (email, chat, phone) and languages (EN, DE, FR, GR)
- Claim management, real-time customer support on site
- Digital content on social media (Facebook, LinkedIn)
- Email marketing (Mailchimp)
- Product Development

Sales Support - DACH

Adapa Group (ABR) [01/10/2018 – 14/06/2019]

City: Athens | Country: Greece

- Sales back office (orders administration, invoicing, exports, follow-up, reporting)
- Customer service (DE, EN, FR)
- Claims management
- Coordination of various departments (production, logistics, pre-press)

Administrative Assistance

IESL-FORTH [15/11/2013 – 30/09/2014]

City: Heraklion | Country: Greece

- Keeping & updating employee files
- Job postings for scientific staff, Communication with international candidates, Screening
- Recruitment process administration with detailed reports to the GSRT
- Selection interviews, Follow-up, Induction of new employees

Exports Back Office - Germany

Atlas Tapes SA [01/09/2013 – 31/10/2013]

City: Athens | Country: Greece

- Sales back office (orders administration, invoicing)
- Customer service (DE), Claims management

Office Coordination

Vimachem - IIoT Pharma 4.0 AI Platform [01/03/2013 – 31/08/2013]

City: Athens | Country: Greece

- General office duties
- Sales back office
- Travel arrangements, Meeting agendas for company staff/visitors/partners
- Communications / new partnerships with international suppliers
- Organization and preparation of company newsletter & webpage content
- Organization of technical training course for pharma executives

Research Support

Research Center Jülich GmbH [01/03/2008 – 15/10/2009]

City: Jülich | Country: Germany

- Administrative support of the scientific group IFF-7
- Organization of conferences and meetings, educational workshops & events

EDUCATION AND TRAINING

MA in Human Resources Management

Athens University of Economics and Business [09/2010 – 02/2012]

City: Athens | Country: Greece | Website: <https://www.aueb.gr/>

MSc in Polymer Science & Applications

National Kapodistrian University of Athens [10/2004 – 07/2007]

City: Athens | Country: Greece | Website: <https://www.uoa.gr/>

BSc in Physics

University of Crete [09/1999 – 07/2004]

City: Heraklion | Country: Greece | Website: <https://www.uoc.gr/>

Certification - online course "Elements of AI"

University of Helsinki [15/01/2024 – 15/03/2024]

Website: <https://www.helsinki.fi/en>

Certification - online course "Marketing & Branding"

National Kapodistrian University of Athens [01/12/2021 – 31/01/2022]

Website: <https://elearningekpa.gr/>

Certification - online course "Graphics Design & Static Image Processing"

National Kapodistrian University of Athens [25/09/2021 – 25/01/2022]

Website: <https://elearningekpa.gr/>

Certification - online course "Digital Marketing"

Digitalent Greece [03/2020 – 06/2020]

Website: <https://digitalent.gr/>

LANGUAGE SKILLS

Mother tongue(s): Greek

Other language(s):

German

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

French

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Dutch

LISTENING A1 READING A2 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Russian

LISTENING A1 READING A1 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

social media / meta platforms / Google - Google Business, Google ADS & Google Analytics / wordpress / woocommerce / Digital Skills: Digital Marketing