



Petros Ypsilantis-Petropoulos

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Gender: Male **Date of birth**: 28/12/1994 **Nationality**: Greek

EDUCATION AND TRAINING

[12/2021 – 01/2022] **The ReGeneration Initiative: Upskilling Greek Youth for the Digital Era**
Code.Hub

City: Athens | **Country**: Greece |

- Path I: ICT Tools & Professional Skills in the Digital Age
- Path II: Business Administration & Tech Projects Management

[12/2021 – 12/2021] **Basic Life Support (Certificate)**
GEP

City: Athens | **Country**: Greece |

- Basic Life Support (BLS) for adults with the use of an Automated External Defibrillator (AED)

[05/2021 – 05/2021] **Diploma in IT Skills (Computer Literacy Certificate)**
Vellum Global Educational Services

City: Athens | **Country**: Greece |

- Microsoft Office
- Internet Explorer
- Windows

[2012 – 2016] **Public & Community Health (Bachelor's Degree)**
Technological Institute of Athens

City: Athens | **Country**: Greece |

[09/2014 – 01/2015] **Erasmus+ Student Exchange Program**
Trnava University (Public Health Department)

City: Trnava | **Country**: Slovakia |

[05/2010 – 05/2010] **Certificate of Proficiency in English**
University of Michigan (English Language Institute)

City: Athens | **Country**: Greece |

WORK EXPERIENCE

[05/2022 – 10/2024] **Night auditor**
My Mykonos Hotel

City: Mykonos | **Country**: Greece

(This position involved seasonal employment for 3 consecutive years)

- Handling of incoming emails and phone calls

- Customer service which included addressing inquiries, handling complaints, and resolving issues
- Billing process for upcoming departures
- Thorough checks on financial transactions with the clients, identifying discrepancies and correcting errors
- Processing of reservations, including making new bookings and managing cancellations
- Dispatch of invoices to agencies, tracking their status and ensuring processing of payments
- Archiving of company documents, ensuring proper storage and accessibility for future reference
- Surveillance of cameras and hotel areas
- Offering of concierge, housekeeping, grooming, and room service assistance where applicable
- Training of new staff of the same role in sister hotels of the company
- Use of Pylon PMS, WebHotelier, Maxiroom, Apollo
- Provision of first aid where applicable

[12/2022 – 02/2023]

First Aid Attendant

GEP

City: Athens | **Country:** Greece

(This position involved seasonal employment for the Christmas ice skating rink of the Cultural Center)

- Administration of first aid at the ice skating rink and coordination with medical personnel when necessary
- Documentation of incidents and reporting to management of the Cultural Center

[11/2019 – 05/2021]

Barista

Vosporos

City: Athens | **Country:** Greece

- Preparation of beverages and baked goods
- Customer service
- Operation of cash register
- Inventory & orders
- Cleaning

[03/2018 – 06/2019]

Barista

Bubbletale

City: Athens | **Country:** Greece

- Preparation of beverages
- Customer service
- Operation of cash register
- Inventory & orders
- Cleaning

[08/2017 – 01/2018]

Office Clerk

Greek Army

City: Rhodes | **Country:** Greece

(This role was part of the national compulsory military service, not an actual job)

- Filing and digitization of documents
- Weekly task distribution to fellow soldiers

[06/2016 – 11/2016]

Internship

Organization of Greek Telecommunications (OTE)

City: Athens | **Country:** Greece

(Internship at the Occupational Health Clinic)

- Administrative support (Document filing, phone inquiries)
- Electronic prescribing of exams
- Provision of First Aid
- Administration of intramuscular injections
- Conduction of medical tests (such as spirometry and audiometry)

DIGITAL SKILLS

My Digital Skills

Internet Explorer | Social Media | Microsoft Office | Advanced User of Microsoft Windows | Functional Use of Adobe Photoshop

CONFERENCES AND SEMINARS

[19/03/2015] **Self-Esteem Enhancement** Athens

4-Hour Interactive Educational Seminar organized by the Social Counseling Service of Athens TEI

[07/10/2014 – 08/10/2014]

7th Interdisciplinary Symposium of Public Health, Nursing, Social Work, and Laboratory-Investigating Methods

Trnava, Slovakia

[10/03/2014] **Maternal Breastfeeding in the Local Community** Athens

[25/01/2014]

Health Promotion in Schools – Sensitive Issues: Mental Health, Sexual Health, Addictions

Athens

[29/11/2013 – 30/11/2013]

5th Symposium of the Hellenic Atherosclerosis Society Athens

[22/11/2013 – 24/11/2013]

4th Panhellenic Conference of the Public Health and Social Medicine Forum Athens

[14/06/2013]

Educational Seminar on Psycho-Oncology Athens

[31/05/2013]

The Economic Crisis: A Challenge for the Nursing Profession Athens

[04/12/2012]

Health and Communication Media in Times of Crisis Athens

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HOBBIES AND INTERESTS

Photography

Texture editing for PC games

Travelling

Computer games

Photo editing

Sketching

DRIVING LICENCE

Cars: B