



## Ourania-Themis Kouvela

ID: X654645

Work permit: Greek

Date of birth: 6/1/1973

Place of birth: Sydney

Nationality: Greek

### CONTACT

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### ABOUT MYSELF

You can provide a description of yourself here...A highly skilled and experienced professional with a diverse background in administration, finance, and healthcare. Proven ability to manage complex projects, implement effective strategies, and lead teams to achieve organizational goals. Strong analytical and problem-solving skills, with a commitment to continuous improvement and excellence.

### WORK EXPERIENCE

#### Payment and Control Agency for Guidance and Guarantee Community

Aid Athens, Greece

##### Manager of Inspections & Secondary Controls Department

2024 – Current

- Led a team of auditors to develop and implement inspection protocols that increased compliance by 40%
- Managed risk assessment initiatives that identified key vulnerabilities, reducing operational risks by 35%
- Suggested training programs for junior staff on inspection procedures, that will lead to a 40% improvement in audit outcomes

#### Payment and Control Agency for Guidance and Guarantee Community

Aid Athens, Greece

##### Manager of Market Operations and Implementation of Interventions Department

2023 – 2024

- Analyzed market trends to inform strategic decisions, successfully launching eleven high-demand interventions
- Conducted training workshops for team members on operational efficiency and market analysis techniques
- Established reporting frameworks to monitor project performance and adapt strategies dynamically to market changes
- Oversaw large-scale implementation of interventions, ensuring alignment with corporate objectives and compliance standards
- Developed and executed operational plans

#### Payment and Control Agency for Guidance and Guarantee Community

Aid Athens, Greece

##### Administrative and Financial Officer

2011 – 2023

- Coordinated cross-departmental projects, aligning financial goals with organizational objectives.
- Led training sessions for staff on software and administrative best practices, improving team productivity.
- Maintained documentation to ensure transparency and accountability.
- Oversaw administrative operations.

#### Athens Center of Veterinary Institutes Athens, Greece

##### Administrative and Financial Managing Assistant

2005 – 2008

- Managed daily office operations and ensured efficient workflow.
- Assisted in budget preparation and financial reporting.
- Coordinated schedules and meetings for senior management.
- Maintained accurate records of financial transactions and reports.
- Provided administrative support by handling correspondence and communication.

- Developed and implemented office procedures to enhance productivity.
- Collaborated with various departments to support financial planning and analysis.

## ● **Payment and Control Agency for Guidance and Guarantee Community Aid** Athens, Greece

### **Administrative and Financial Officer**

2003 – 2005

- Developed and maintained reporting systems, enhancing data accuracy and accessibility
- Coordinated office functions, including vendor management and procurement, leading to improved service delivery
- Implemented policies and procedures that increased workflow efficiency by 25%
- Streamlined administrative processes, reducing operational time by 15% weekly
- Provided reporting to senior management, improving decision-making accuracy
- Managed daily administrative transactions and tasks for a team of 5 employees

## ● **EUROMEDICA SA, Medical Institute of Technology** Athens, Greece

### **Administrative and Financial Officer**

1995 – 1999

- Coordinated administrative support for a team of 5+ employees.
- Oversaw procurement processes, ensuring compliance with company policies.
- Developed and maintained relationships with external partners to ensure clients and optimize costs.
- Streamlined office procedures.
- Prepared and monitored budgets, identifying variances and recommending solutions.
- Managed financial reporting and analysis for budget forecasting.
- Administrative support for senior medical staff, managing schedules and communications
- Assisted in budget preparation and financial reporting for projects
- Conducted research and analysis to improve public relations with external partners and to inform strategic planning
- Maintained accurate records and files, improving efficiency in document retrieval
- Facilitated communication between departments and external partners to enhance collaboration

## ● **INTERAMERICAN SA** Athens, Greece

### **Administrative, Finance and International Relations Assistant**

1999 – 2003

- Administrative support for senior executives, managing schedules and communications
- Assisted in budget preparation and financial reporting for department projects
- Conducted research and analysis on international relations trends to inform strategic planning
- Coordinated logistics for international conferences and meetings, ensuring smooth operations
- Maintained accurate records and files, improving efficiency in document retrieval
- Developed presentations for stakeholders on financial performance and project updates
- Facilitated communication between departments and international partners to enhance collaboration
- Managed office supplies and procurement processes, reducing costs by negotiating vendor contracts

## EDUCATION AND TRAINING

**2023 – CURRENT** Patras, Greece

### ● **POSTGRADUATE DIPLOMA (Phd)** University of Patras

Website <https://www.upatras.gr/>

**2019 – CURRENT** Athens, Greece

### ● **Psychology Undergraduate Degree** National and Kapodistrian University of Athens

Website <https://www.uoa.gr/>

2017 – 2019 Athens, Greece

**MASTERS IN BUSINESS ADMINISTRATION, (MBA)** Hellenic Open University

Website <https://www.eap.gr/>

2011 – 2015 Athens, Greece

**Business Administration, Bachelor in Social Sciences** Hellenic Open University

Website <https://www.eap.gr/>

2009 – 2015 Athens, Greece

**Greek Civilization and Culture Studies, Undergraduate Diploma** Open University of Cyprus

Website <https://www.eap.gr/>

1991 – 1995 Athens, Greece

**Psychology, Bachelor in Arts** Deree College, The American College of Greece

2001 – 2002 Athens, Greece

**Marketing, Postgraduate Diploma** Chartered Institute of Marketing-CIM

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** English | Greek

**Other language(s):**

French

**Listening** A1

**Spoken production** A1

**Reading** B1

**Spoken interaction** A1

**Writing** A1

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

## SKILLS

Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Social Media | Demonstrated leadership skills and a team player. | Ability to take initiatives and complete assigned tasks/projects. | Organizational and planning skills | Good listener and communicator | Team-work oriented | Tolerance, respect and empathy to everyone