

MARGARITA SAVVA

PROFILE

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I'm well presented with a genuine smile and an ability to connect with. I am happy and confident talking with people from all walks of life. More than capable of delivering excellent service and contributing to a great company culture.

EDUCATION

Degree in Economics of Aristotle University of Thessaloniki.

Department of Economic and Political Sciences

Oct 2013 – Sept 2021

LINGUISTIC SKILLS

Greek; Native Speaker

English; Certificate of Proficiency, IELTS, IEGs

PROGRAMS

- Excel Microsoft
- Kodak Alaris
- O'Neil Software
- SF Quality Control
- SF Blank Removal

CERTIFICATED MAKE UP ARTIST

PRACTICAL SKILLS

- Personalized customer service
- Mastery of product application
- Wedding and event makeup
- Ability to work in a team

VOCATIONAL EXPERIENCE

NOV2023-PRESENT MAKEUP ARTIST AT "MAKE IT PRODUCTIONS"

My responsibilities are:

- Ensuring that the style of makeup for each actor is consistent throughout the filming.
- Applying long-lasting makeup on actors and being available for touch-ups.
- Helping actors remove the makeup and prosthetics at the end of the day.
- Storing makeup tools and products safely.
- Sterilizing makeup tools every day.

NOV2022-NOV2023 BEAUTY ADVISOR AT "KIKO MILANO"

My responsibilities are:

- Greeting customers.
- Demonstrate proper use of makeup and skin care products.
- Cross-sell beauty products, when appropriate.
- Identify customer needs and recommend cosmetics and skin care products.
- Ensure proper presentation of products on shelves and store in general.

JAN2022- NOV2022 DOCTOR'S OFFICE ADMINISTRATION

My responsibilities were:

- Answering phone calls emails, or online request forms.
- Scheduling appointments and checking in patients.
- Processing insurance claims or patient invoices.
- Compiling reports, charts, and other resources as necessary.
- Providing general office and administrative support.

2018-2022 IMAGE AND DATA ENTRY SPECIALIST AT "IRON MOUNTAIN".

My responsibilities were:

- Data entry and administrating of Data forms
- Monitor and update company database
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- Reporting and Data analysis

PUBLIC RELATIONS

2014-2015 Monkey, Bar Restaurant

2020-2021 Imperial Restaurant

My responsibilities were:

- Handling calls daily; for customer service
- Organizing campaigns for promotional events
- Monitoring the public and media's opinion
- Arranging for advertising or promotional films to be produced
- Edit and update promotional material and publications