

Maria Shiakalli

Date of birth: 11/02/1994

Address: Mousoulitas 3, Lakatameia

Phone number: 97740999

Education & Training

Studies in **Digital Communications and Media**, majoring in **Journalism** – University of Nicosia.

Online course in **Creative Writing** – National and Kapodistrian University of Athens.

4-day seminar at the **European Parliament in Strasbourg** with a ten-member student group (selected participant).

2-day seminar in Drouseia village with a group of students (selected participant).

2-hour **Creative Writing** seminar by writer Maria Ioannou – University of Cyprus.

Series of 10 seminars on **Cultural Journalism** – culture-webinars.gr.

Creative Writing classes – Steamers team.

Online Certificate in **Business Economics** (4-month program) – National and Kapodistrian University of Athens.

Experience

2024- Today Kalteq Cyprus

- Executive Assistant / Social Media & Marketing Coordinator
- Managing a doctor's professional Facebook page, including photo editing with Adobe Photoshop, copywriting, and coordinating content scheduling.
- Creating and monitoring Google Ads campaigns to promote medical services.
- Marketing support: coordinating with the Director to organize educational seminars and promotional activities for partners, such as doctors, sales representatives, nurses, and other collaborators.
- Posting job openings and conducting initial candidate screening in collaboration with the Director.
- Collaborating with the Marketing team and Director on the development of the company's Business Plan.
- Providing administrative support and ensuring smooth daily office operations.

2024- 2025 Rai Consultants

- Supervisor at Research Department
- Coordinating call center researchers
- Handling the smooth operation and cooperation of the company's call center
- Department email management
- Administration Duties and Responsibilities

2021- 2023 Parga Bookshop

- Floor manager at stationery department
- Store and staff coordination
- Responsible for orders from suppliers for the stationery department
- Retail Administration Duties
- Logistics Administration Duties

2019-2021 Parga Bookshop

- Customer service

2018-2019 Private tutoring school Filomatheia

- Secretarial services

2017-2018 Pulse Market Research (part time job)

- Researcher

2015-2018 Wellness and Fitness Center L.A. Express Body Sculpture

- Secretarial services
- Administration
- Communication department
- Coordination and explanation of the center's philosophy to new and existing customers

Volunteer at the non-profit charities Goal in Life and Mikroï Iroes.

Skills

- Communicative
- Responsible
- Organized person
- Pleasant Character
- Person with leadership skills
- Fluency of speech
- Fluent Greek Speaker
- Very Good English Speaker
- Excellent typing skills
- Excellent use of basic PC programs
- Excellent knowledge and use of the Greek language
- Good knowledge and use of the English language
- Good use of Adobe Premiere and WaveLab programs
- Excellent SAP Knowledge/Use
- Excellent SoftOne Knowledge/Use
- Excellent Altitude uSupervisor Knowledge/Use
- Excellent eSoft Knowledge/Use
- Basic Photoshop Knowledge/Use