



Maria Theocharidou

Date of birth: 19/06/1993 | **Nationality:** Greek | **Gender:** Female |

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● WORK EXPERIENCE

09/2022 – 12/2023 Paphos, Cyprus

ADMINISTRATIVE ASSISTANT TO A REAL ESTATE AGENT (REMOTE) N.G.M CYPRUS PROPERTY

Offered administrative tasks to a real estate agent (remote):

- Customer Service
- Appointment Scheduling
- Email handling
- Document handling
- Uploading properties to WordPress Website
- Help with Marketing
- Social Media Management & Marketing (use of Meta Business, banner creation with Canva platform)

01/2020 – 03/2021 Paphos, Cyprus

FRONT OFFICE MANAGER WECARE MEDICAL CENTRE

Since the establishment of the Medical Centre I was responsible for everything that had to do with it, such as the following:

- Contacting suppliers and ordering necessary items.
- Handling payments.
- Answering and directing calls.
- Handling emails.
- Booking and managing appointments.
- Organising the place for the smooth operation of the medical centre.
- Ability to work under pressure.
- Dealing with documents, organising and archiving in soft and hard copies.
- Advertising the medical centre on social media.
- Handling WordPress.
- Serving customers.
- Contacting government authorities when needed.
- Handling GeSY and registering the customers on the Medical Centre's system.
- Assisting the management with marketing and advertisements of the company.
- Forwarding staffs and customers requests to the management.
- Training new staff.
- Handling Microsoft office.

2018 – 2019 Paphos, Cyprus

MAKE UP ARTIST UNIFIED ENTERTAINMENT PRODUCTION LTD.

Tv makeup/ Special Effects makeup of the film "Badness".

2017 – 2018 Paphos, Cyprus

ASSISTANT TO PRODUCTION COORDINATOR UNIFIED ENTERTAINMENT PRODUCTION LTD.

Assistant to production coordinator of the film "Badness".

2015 – 2016 Thessaloniki, Greece

BEAUTICIAN ΠΡΙΝΟΥ ΤΣΙΜΙΣΚΗ

Practice and work on facial treatment procedures.

2016 – 2017 Coral Bay, Paphos, Cyprus

BEAUTY THERAPIST/ SPA RECEPTIONIST SENTIDO THALASSA HOTEL & CORAL BEACH HOTEL, LEPTOS CALYPSO

Spa therapies/ treatments. Serving customers on reception by booking appointments, answering calls and fulfilling requests.

● **EDUCATION AND TRAINING**

2011 – 2016 Thessaloniki, Greece

AESTHETICS & COSMETOLOGY (Alexander Technological and Educational Institute, Thessaloniki, Greece)

Graduated from department "Aesthetics and Cosmetology" of ATEI of Thessaloniki. (Alexander Technological Educational Institution of Thessaloniki). The education was based on medical education.

● **LANGUAGE SKILLS**

Mother tongue(s): **GREEK**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
RUSSIAN	C1	B2	B2	B2	B1
TURKISH	C1	B2	B2	B2	B1

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

● **DIGITAL SKILLS**

Microsoft Office | Microsoft Word | Microsoft Excel | Outlook | Social Media

● **ADDITIONAL INFORMATION**

DRIVING LICENCE

Driving Licence: B1

Driving Licence: B