

## WORK EXPERIENCE

### Communications Manager

#### MTC Group

06/2019 – Present

Athens, Greece

Travel Consulting Company

##### Achievements/Tasks

- Building and maintaining close business relationships with all the existing clients
- Respond to emails and phone inquiries from external and internal clients
- Complete contract renewals and draft new contacts
- Keep detailed records and complete administrative tasks such as paperwork and correspondence
- Complete personal B2B meetings with clients, tour operators, consulting companies and other professionals

### Intern

#### Faros Marine Services SA

12/2018 – 02/2019

Athens, Greece

marine insurance and claims consulting services worldwide.

##### Achievements/Tasks

- Analysis of insurance claims, to establish whether they satisfy the policy conditions
- Monitor the progress of a claim
- Checking policy wording

### Intern

#### Ministry of Foreign Affairs: North Africa and Middle East Department

10/2016 – 12/2106

Athens, Greece

##### Achievements/Tasks

- Dealing with the general situation and recording the events of the Gulf States
- Report Directly to the Ambassador the daily political news about those Countries
- Checking policy wording, reviewing files gathering information for diplomats
- Daily Thesis on the economic situation of Qatar. its investments and its economic activity

## SKILLS

Excellent usage of Microsoft Office (Windows, MAC)

Written skills

Communication Skills

Analytical Skills

Organization skills

Legal Research skills

Negotiation skills

Confidential record management

## LANGUAGES

Greek	●	●	●	●	●
English	●	●	●	●	○
French	●	●	●	○	○

## INTERESTS

Sailing(International Diploma)

Traveling

Cooking

## EDUCATION

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### LLM Maritime Law (65/100)

City, University of London

09/2007 – 09/2018

London, United Kingdom

#### Courses

- International Trade Law
- Marine Insurance
- Carriage of goods by Sea (Distinction)
- Mediation and Negotiation
- Admiralty Law (Distinction)
- Thesis: The doctrine of proximate cause in marine insurance. How does it apply to perils of the Sea terms?

### BSc Political Science and social administration (7/10)

Democritus university of Thrace

09/2012 – 09/2016

Thrace, Greece

#### Courses

- Commercial Law
- International Law
- Criminal Law
- Negotiation