



Vicky Giannakopoulou

Project Manager

Event Management, Sport Management

M. Sc. Health Management, BBA

Address : Petmeza & Socratous, Anw
Kastelokampos Rio, Patras

E-Mail: v.giannakopoulou@live.com

giann.vasiliki92@gmail.com

Telephone: +30 6937762900

Professional Profile

My multiannual involvement in the field of Project Management and Marketing , both by my studies and my working experience, created a pattern in which I learned to be working under pressure but also evaluate the data for decision making. Creativity and innovative thoughts became helpers in the pursuit of evolution in my profession, but the main reasons why I followed Event Management and Strategic Marketing in large scale events worldwide.

My interest focused on Sports, which led me to choose the acquisition of a second postgraduate degree with specialization in the management of sports organizations and enterprises.

My work has developed a common way of thinking as a guideline and self-motivation as well as excellent communication and interpersonal skills.

My goal is to make every necessary step in order to achieve something greater or better.

Skills:

- Social & Corporate Events planning and set up
- Administrative and organizational Skills
- Balance sheets and Financial data Management
- Online Marketing / Social Media Management
- Digital Sales Certification, Campaign Manager Certification, Creative Certification (Google Ads)
- Communication & Public Relations
- Budget Management
- Time Management
- Strategic Marketing

Work Experience

May 2019 – September 2019
2019, Patras

Sport Services Manager, *II Mediterranean Beach Games PATRAS*

- * Responsible for the provision of professional services and support to the representatives of the International Federations (IF Technical Delegates), the international and national referees/judges (ITOs and NTOs), as well as the staff of the Sports Directorate of O.C. of PATRA 2019.
- * Training and supervision of the staff of the Sports Department, for the proper provision of services to technical officials, both in sports venues and in the hospitality/accommodation areas/venues.
- * General supervision and monitoring of all Transportation of the aforementioned customer groups and managers, including transport plan.
- * Supervision of the Accreditation process and the smooth process of arrivals and departures of all technical representatives and technical executives.
- * Compensation management for all the aforementioned customer groups.

January 2018 – Today

Freelance Event Coordinator, Greece – United Kingdom

- * Social and Corporate event development and supervision
- * Pre-Event Planning, Budget Planning
- * Provision of advisory support during the process of planning the event (social and corporate events)
- * Case study in events, such as Risk Assessment and Contingencies in Event Management – Contingency Planning.
- * Marketing / Communication Plan and Sponsoring campaigns development.
- * Post-event/campaign evaluation

November 2014 – November 2018
Center «*OLYMPION*», Patras - Greece

Administration Supervisor , General Clinic & Rehabilitation

- * Supervision of staff and daily work schedule as well as formation of the monthly programme.
- * Adherence to patient's electronic health record.
- * Monthly review of closed and open hospitalization invoices, until the final submission to the Health National Organization.
- * Administrative support to the medical and nursing staff of the clinic.
- * Cooperation with the company executives for the creation of a marketing plan to promote the clinic and its activities in foreign countries (Medical Tourism).

Vicky Giannakopoulou

September 2013 – October 2014
Consultants , Patras - Greece

Administrative Officer, “VAP GROUP” Management & Consulting –

- * Customer management, administrative support, general responsibility of the company's social media accounts.
- * Auditing of monthly salary tables in collaboration with the Department of Accounting.
- * Weekly briefing programming with all departments and external associates of the company.

Μάρτιος 2013 – Αύγουστος 2013
Festival” Lithographion Theatre, Patras - Greece

Assistant Production Coordinator, Area 51, “Maydayz

- * *Participation in the initial planning and set up of the Festival.*
- * *Selection and communication with the Artists and Participants of the Festival*
- * *Cooperation with all departments of the organization such as Food Services, Accommodation, Marketing and Communication.*
- * *Training and organization of the volunteers department of the Festival.*
- * *Management of the Social Media of the Festival and its promotional campaigns.*

3

Education

-
- **High School Graduate – 2010**
 - **Bachelor in Business Administration (Hons),** Highest Technological Educational Institute of Patras - West Greece– 2016
 - **Master of Science in Health Management,** “Frederick University” - Nicosia, Cyprus – 2019
 - **Professional Diploma “Diploma in Event Management for Marketing and Communication”,** CIM – The Chartered Institute of Marketing accredited – Event Academy of London – 2019
 - **Master of Science in Sport Management,** University of Peloponnese – *Starting October 2019*
 - **Professional Diploma in Public Relations,** IPRA – International Public Relations Association accredited, Irish Academy of Public Relations (Dublin) - *Starting December 2019*

Languages

English Language – 1. Certificate of Proficiency in English, University of Michigan

2. Proficiency, London Tests of English Level 5, Edexcel

Level of Knowledge: Excellent

French Language – 1. Diplome d' etudes en langue francaise DELF B2, Ministere De L' Education Nationale

2. Diplome d' etudes en langue francaise DELF B1, Ministere De L' Education Nationale

Level of Knowledge: Very Good

Greek Language – Native Speaker

Conferences / Publications

- Participation in Conferences (Health Policy Congress, European and Hellenic Medical Conferences, Health Forums, TedX, etc.)
- Presentation of the diploma thesis with subject: "E-Marketing and Advertising in Greek Companies in a period of economic recession" at the 5th Panhellenic Student Congress of the Hellenic Operational Research Company, under the supervision of Prof. Mr. Chalkiopoulos Constantinos

4

Social Activities / Personal Interests

- Event Professionals Membership Club "THE LOOP LONDON" member
- Member of the Economic Chamber of Greece
- "ActionAid" and "The Smile of the Child" follower
- Diplomas of Ballet, Modern, Contemporary Dance from I.S.T.D. (Advanced level)
- From 2012 writing articles for various collections of artists from Greece and abroad, for the newspaper «Peloponnisos», «Happy Week Magazine», «Doc Tv» etc.