

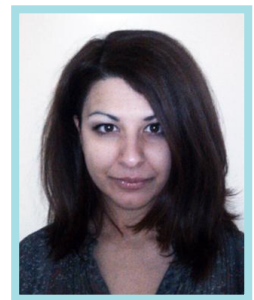
Zoe Benekou

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32 years old.

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Professional Experience:

- BEAUTY HARMONY, Thessaloniki, Greece - Beauty Salon and Spa** 4/2006 to present
Administrator and General Manager - Business and Sales Management, HR Management, Accounting, Public Relations.
- SEAWAY S.A., Thessaloniki, Greece - Customs Clearing Office** 11/2004 to 3/2006
Customs Office Employee - Imports - Exports, Correspondence with Foreign Countries, Filing, Invoicing, Archives Management, Accounting, Logistics
- NEW DIAGNOSIS, Thessaloniki, Greece - Medical Diagnostic Center** 11/2003 to 9/2004
Secretary - Doctor's Assistant, Secretary and Management Assistant, Accounting

During Studies:

- University of Macedonia, Thessaloniki, Greece - Library** 7/2001 to 9/2001
Librarian – Bachelor 's Practice- classifying books, working as a librarian
Member of the organizing committee of the 10th National Conference of Academic Libraries
- Thessaloniki's History Center** 7/2000 to 8/2000
Archiver – Voluntary work concerning classification and editing of public posters and archives
- Public Library of Municipality of Ampelokipi Thessaloniki** 7/1999 to 8/1999
Librarian – Voluntary work as a librarian

Education:

- IONIAN UNIVERSITY, IONIAN ISLANDS, GREECE** 1998 to 2003
Bachelor, Archives and Library Science – Information Administrator
Study on book and information theory, on the theories of archives documents and objects worth preserving, as well as on issues relating to the creation, organization, management and development of book, archives or other material and information collections.

Seminars:

Hotel Business Management

Summer 2003

280 hours theory on Hotel Management, Business Catering, Travel and Tourism Trends, Hotel Spa Services and Advertising

120 hours of practice in several hotels around Greece.

Microsoft Windows - Microsoft Office

Fall 2003

100 hours theory and practice

Cooking

April 2011

Languages:

- ENGLISH –Certificate of Proficiency in English (University of Michigan)

Excellent Speaking and Writing Skills

- GERMAN – Zertifikat Deutsch als Fremdsprache (Goethe Institut)

Low Speaking and Writing Skills

Technical Skills:

- Terminal Professional strengths: Preparing analytical reports, monitoring news and information sources
- Translating documentation, Educational Copyright Knowledge
- Budgeting & planning Cost & resource estimates, Project risk & scope assessment
- Project management & tracking: planning, organizing, leading & controlling, Management of teams
- Fair knowledge of Accounting, Cash handling and Logistics
- Very experienced in Sales Policies
- Experienced use of Microsoft Office 2003, 2007, Web navigation and Web Tools
- Installing Computer Software onto a Computer System, Remote Control Software (Teamviewer)
- Videoconferencing software (Skype, GTalk)
- Scanner and Printer Knowledge, Computer-Related Storage Devices (CDs, USB, zip disks, DVDs, etc.)

Organizational Skills:

- Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times.
- Unique competency in translating business issues into solutions including opportunity identification, requirements development, delivery, support and analysis.
- Experienced at managing cross-functional projects

Social Skills:

- Fast adaptation to work in multicultural environments
- Team spirit, very organized, hardworking and committed
- Problem-solving attitude, responsibility, self-respect and self-reliance
- Good abilities for synthetic and global views over concrete situations
- Strong referential values of fairness, equity and dignity
- Ability to live and/or serve in hardship locations
- Pleasant personality