



Niki Papadopoulou

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(47) Troias Street, 13121, Athens, Greece

● WORK EXPERIENCE

01/05/2019 – CURRENT

CORPORATE SOCIAL RESPONSIBILITY SPECIALIST – OPAP S.A

- Support Corporate Social Responsibility Strategy that includes well-defined and impacting social projects
- Engaging and working with a variety of key internal/external stakeholders on the CSR strategy and community programs
- Assist with the production of corporate social responsibility programs and community events
- Support local community, charities & initiatives
- Provide data for regulatory and finance reporting. Assist in analysis and reconciliation as required
- Coordinate Corporate Social Responsibility reporting process, working with other departments to collect data across full sustainability spectrum
- Research best practices in corporate grant management and actively consult with team members and management as needed to formulate, recommend and implement solutions that go beyond the obvious in a timely manner
- Perform daily administrative issues

05/01/2016 – 01/05/2019

MARKETING ASSISTANT – OPAP S.A

- Undertake daily administrative tasks to ensure the functionality and coordination of the department activities
- Update spreadsheets, databases and inventories with statistical, financial and non-financial information
- Support marketing executives in organizing various projects
- Conduct market research and analyze consumer rating reports/ questionnaires
- Employ marketing analytics techniques to gather important data (social media, web analytics, rankings etc.)
- Update spreadsheets, databases and inventories with statistical, financial and non-financial information
- Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success
- Prepare and deliver promotional presentations
- Compose and post online content on the company's website and social media accounts
- Write marketing literature (brochures, press releases etc) to augment the company's presence in the market

20/09/2013 – 30/06/2015

SALES ASSISTANT – ICAP GROUP S.A

- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, monthly and annual analysis reports
- Communication with customers and give them customization - personalization offers
- Solve customer problems and manages the customer complain management process system

01/03/2010 – 01/06/2017

STATISTICAL INTERVIEWER – HELLINIC STATISTICAL AUTHORITY

- Collect data in Greece and Europe provided by Eurostat and analyse them in SPSS
- Conducts data gathering activities utilizing various methodologies and technologies to obtain statistical information as required by the Statistics method
- Prepare reports and complete administrative forms covering my activity

01/10/2011 – 01/03/2012

POLITICAL SCIENTIST - INTERNSHIP – HELLENIC PARLIAMENT

- Research political subjects, such as the U.S. political system, relations between the United States and foreign countries, and political ideologies
- Collect and analyze data from sources such as public opinion surveys and election results
- Monitor current events, policy decisions, and other issues relevant to their work

- Forecast political, economic, and social trends

● EDUCATION AND TRAINING

02/10/2018 – 31/01/2020 – Greece

MASTER IN SERVICE'S MANAGEMENT - CUSTOMER EXPERIENCE MANAGEMENT – ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS

20/04/2014 – 31/03/2016 – Greece

MASTER IN BUSINESS ADMINISTRATION – UNIVERSITY OF KENTUCKY - UNIVERSITY OF WEST ATTICA

20/02/2015 – CURRENT – Greece

COMMUNICATION, MEDIA, AND CULTURE – PANTEION UNIVERSITY OF POLITICAL AND SOCIAL SCIENCE

15/09/2008 – 30/06/2012 – Greece

POLITICAL SCIENCE AND INTERNATIONAL RELATIONS – UNIVERSITY OF PELOPONNESE

15/02/2021 – CURRENT

PROFESSIONAL DIPLOMA IN DIGITAL MARKETING – ALBA - THE AMERICAN COLLEGE IN GREECE

20/01/2015 – 28/02/2015

SIX SIGMA CERTIFICATE – UNIVERSITY OF KENTUCKY

● CONFERENCES AND SEMINARS

Seminars

SDA BOCCONI (1-2/3/2019)

Management consulting and entrepreneurial approaches to innovation in services industries

Seminars

Munich Business School Certificate (5/3/2019)

Digital Customer Experience Management - Digital Touchpoints

Digital Customer & Future Digital Customer Experience Technologies

Seminars

The Hub of Innovation & Entrepreneurship of Technopolis City of Athens (20-7-2015)

Marketing Strategy

Seminars

Piraeus University of Applied Sciences and MBA- University of Kentucky» (24/3/2014)

«Investment opportunities in times of crisis»

Hellenic Association of Certified Stockmarket Analysts and Piraeus University of Applied Science (17/12/2014)

«Contagion Effect»

Conferences

Thessaloniki International Student Model United Nations

Model United Nations: Simulation of the UN General Assembly

University of Macedonia (2009-2012)

● COURSES

01/10/2018 – 20/12/2018

SPSS Statistics

Global Cert Certificate

20/01/2010 – 15/06/2012

Political Technology Research Group

University of Peloponnese:

Member of the "Political Technology Research Group"

Political Technology is a research group active in the area of Policy Analysis with a multidisciplinary research agenda. Political Technology's aim is to identify, research and develop institutional, procedural and technological 'instruments' for efficient and effective policy making and implementation are all levels of Governance and Public Sector Management

● LANGUAGE SKILLS

Mother tongue(s): GREEK

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2

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

● JOB-RELATED SKILLS

Job-related skills

- Productive worker with solid work ethic and team spirit who exerts optimal effort in successfully completing tasks
- Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation
- Highly motivated self-starter who takes initiative with minimal supervision

● ORGANISATIONAL SKILLS

Organisational skills

- Organizational skills gained as secretary of the language school responsible for the efficient operation of the school
- Good team - leading skills gained as office administrator

● COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

Good communication skills gained through my experience as marketing assistant and sales advisor

● DIGITAL SKILLS

Microsoft Office | Social Media

- **VOLUNTEERING**

15/02/2021 – CURRENT
Social Business Development

Soffa - The Social Fashion Factory

- **HOBBIES AND INTERESTS**

Theater and music

Reading: passionate reader, I help younger pupils with reading difficulties twice a week
Participate in theater and dance teams
Photography, chess and playing guitar

- **NETWORKS AND MEMBERSHIPS**

Memberships

Member of Economic Chamber of Greece

- **DRIVING LICENCE**

Driving Licence: B