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EDUCATION

- Feb. 2011 **CITY UNITY COLLEGE OF ATHENS**
Diploma in "Maritime Studies"
- Oct. 2010 **LLOYD'S MARITIME ACADEMY**
Seminar on «Voyage Charter parties»
- Dec. 2008 **ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS**
MBA-International MBA
Specialization: HR and Management
- Participate in Global Management Challenge
- June 2007 **KAPODISTRIAN UNIVERSITY OF ATHENS**
BA in Psychology
- G.P.A 8,5/10
- Sept. 01- To date **EQ PSYCHOLOGICAL CENTER OF GREECE**
Training on psychotherapy methods and group therapy. Training on **Appreciative Inquiry** system.

EXPERIENCE

- 11/2017 – to date **INSTITUTE FOR INTERNATIONAL MARITIME STUDIES**
Executive Admissions Officer – Maritime Dept.
- Communicate with students maintaining all paper work
 - Assist academic procedures
- 10/2010 – 05/2017 **CITY UNITY COLLEGE OF ATHENS**
Assistant of Prof. A.Giannakis in Maritime dept.
- Organized a newly established department
 - Coordinated two seminars of 100 people
 - Overseen students admissions, marks, exams and general academic progress
- 6/2011 – to date **THE LEMON TREE**
Owner of gift shop – Cephalonia, Greece
- Develop and built business from start-up
 - Increased sales year over year
 - Prepared and maintained all documents
- 8/2010 – 05/2012 **ASSOS SHIPPING INTERNATIONAL S.A**
Assistant chartering operator
- Assess the market conditions and identify the opportunities for possible co-operations.
 - Estimation of freight level, negotiate terms and conditions of the contracts and preparation of charter parties.
- 9/2008 – 11/2008 **SHL HELLAS**
Internship. Major projects involved:
- Test creation
 - Group assessments
 - In-tray exercises
- Accreditation on Structured Interview skills
- 9/2005 – 7/2007 **SKS**, Event planning Co.
Assistant in Public Relations department

The company provides the space and the services for any function, from conferences to special events of a company or any individual

- Initiated and developed promotional campaign for the Media, increasing business to 30%
- Instigated repeat business for all clients through excellent customer service and on going communication
- Organized workflow for 50 employees by establishing communication channels between employers and employees

9/2002 – 9/2005

ASSOS SHIPPING INTERNATIONAL S.A

Assistant chartering operator

- Improved standard operating procedures by reducing time between tasks
- Created positive work environment by managing and coaching employee relations for eight people

9/2001 – 9/2002

EQ PSYCHOLOGICAL CENTER OF GREECE

Administrative Assistance

- Coordinated all aspects of five seminars. Organizing and planning through implementation. Maximized efficiency of all events.

SKILLS AND ACTIVITIES

- Microsoft Office, Cambridge Proficiency in English
- Kung fu, painting, psychological seminars on self-development and self-awareness.