



**ANASTASIA
KOSTOULI**

DATE OF BIRTH:
16/01/1980

CONTACT

Nationality: Greek

Gender: Female



Nafpliou 57
54454 Thessaloniki, Greece



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(+30) 6944243949

WORK EXPERIENCE

01/2003 - CURRENT - Thessaloniki, Greece

Executive secretary

CERTH - HIT (Hellenic Institute of Transport)

04/2002 - 11/2002 - Thessaloniki, Greece

Executive secretary

"ELTER S.A. - GETEM S.A." | Combine Constructional Companies (Egnatia Odos Motorway Construction)

10/2000 - 03/2002 - Thessaloniki, Greece

Administrative assistant

"EGNATIA MOTORWAY S.A." | Constructional Company (6th km. Charilaou-Thermi)

01/2000 - 08/2000 - Thessaloniki, Greece

Executive secretary

"AKMON" | Business Consulting Company (Monastiriou 49)

01/1999 - 05/1999 - Thessaloniki, Greece

Assistant

Training course on Informatics in "ATHONIKI TECHNIKI" technical company (N.Typa 21)

06/1999 - 10/1999 - Thessaloniki, Greece

Executive advertising assistant

"EXODUS" | Advertising Company (Vas.Olgas 98)

11/1998 - 04/1999 - Thessaloniki, Greece

Front office secretary

Anestis Ouzounides | dermatological office (M.Iosif 20)

EDUCATION AND TRAINING

1997

General Public High School Diploma (17,6)

General Public High School, Grevena

1998

Proficiency Certificate in English

Michigan University

1998

Authorized teaching ability in English



1999

- **CEELT Certificate (Cambridge Examinations for English Language Teachers)**

British Council (Thessaloniki)

12/1999 - 03/2000

- **Certificate of attention in Informatics course (Ε.ΔΙ.Π)**

Company of Management and Informatics

2010

- **ECDL Basic Certificate (Word, Excel, Access, Internet Explorer & Outlook)**

PEOPLECERT

2016

- **ECDL Proficiency Certificate (Word, Excel, Powerpoint)**

VELLUM Global Educational Services / University of Cambridge / EOPPEP (National Organization)

2017

- **DELE Certificate in Spanish (B2)**

Instituto Cervantes

LANGUAGE SKILLS

MOTHER TONGUE(S): Greek

English

Listening
C2

Reading
C2

Spoken
production
C2

Spoken
interaction
C2

Writing
C2

Spanish

Listening
B2

Reading
B2

Spoken
production
B2

Spoken
interaction
B2

Writing
B2

DIGITAL SKILLS

Outlook | ECDL(Word, Excel, PowerPoint, Access, Internet, Outlook) | Microsoft office (word, power point, excel, access) | Gmail | E-MAILS | Skype | Primavera Project Planner | File Management | Google Drive | Google Earth

DRIVING LICENCE

- Driving Licence: **B**