

# ANNA BIKAKI

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**DoB:** 22/07/1991

## PROFESSIONAL EXPERIENCE

### HR ASSISTANT

**SingularLogic** (Tech Company)

2/2017 - present

- Provide administrative & clerical support
- Create an environment that is passionate about continuous improvement
- Identify areas for delivery improvement and optimization
- Coordination & organization of internal HR projects (events, ISO etc.)
- Developing internal communicational plan (announcements, intranet etc.)
- Recruitment support (interviews, reports etc.)

### COMMUNICATION EXECUTIVE

[www.forfree.gr](http://www.forfree.gr) (Web Site for cultural events in Athens)

4/2016 – 01/2017  
Athens, Greece

- Provide Communication for Advertisement of Several Events
- Report, Photoshooting & present events for the site
- Interviews
- Manage Newsletter, E-mails & Social Media accounts (Facebook & Twitter)

### HOSTING

**IMPACT HUB ATHENS** ([www.athens.impacthub.net](http://www.athens.impacthub.net))

9/2016-12/2016  
Athens, Greece

- Provide administrative & clerical support at events
- Prepare Newsletter

### ADMINISTRATIVE SECRETARY

**EUROGNOSI MOSCHATO** (Foreign Languages Centre / [www.eurognosi.com](http://www.eurognosi.com))

9/2014 – 6/2016  
Athens, Greece

- Manage content of various documents & forms
- Keep financial records
- Manage Social Media accounts (Facebook & Twitter)
- Schedule meetings & keep diary
- Manage promotional activities & plan events
- Make purchase orders & direct payments

### INTERN VIA ERASMUS+

**KOMUNIKUJEME O.P.S.** (Non-profit Organisation / [www.komunikujeme.eu](http://www.komunikujeme.eu))

10/2013 – 01/2014  
Prague, Czech  
Republic

- Designed & executed Campaigns related to Social Issues affecting children: School Bullying & Obesity
- Presented relevant Outcomes & Proposals to local Schools
- Provided assistance to improve social functioning of children

### EVENT COORDINATOR & RESPONSIBLE FOR CULTURAL EVENTS TICKETING

**MUNICIPAL CULTURAL OFFICE OF RETHYMNO** ([www.rethymno.gr/citizen/culture](http://www.rethymno.gr/citizen/culture))

07/2013–09/2014  
(summers)  
Rethymno, Greece

- In charge of every facet of the 'Renaissance Festival' 2013:
  - Coordinated with stakeholders to work out the Festival's details
  - Made relevant planning, Created budgets
  - Contacted with speakers & celebrities
  - Handled ad-hoc situations
- Managed the tour of 'OCAS' Spanish Orchestra:
  - Managed the schedule of appearances at different venues

- Organised accommodation, hospitality & entertainment
- Photographed various Cultural Events & managed the processing of images
- Responsible for tickets sales
  - Managed contact with Producers & planned sales
  - Controlled access to theatre by greeting, directing guests & tearing tickets

## VOLUNTEERING

### RADIO PRODUCER

[WWW.METADEFTERO.GR](http://WWW.METADEFTERO.GR)

- PRODUCE RADIO BROADCAST 6/2018-today

### EVENT PRODUCTION ASSISTANT

**MICHAEL CACOYANNIS FOUNDATION** (Non-profit Cultural Centre / [www.mcf.gr](http://www.mcf.gr))

03/2014 – 06/2014  
Athens, Greece

- Involved in preparations related to Exposition venues
- Assisted in stage organization
- Involved in written & verbal communication within the Production Department

## ACADEMIC QUALIFICATIONS

**PANTEION UNIVERSITY OF SOCIAL & POLITICAL SCIENCES**

**BA COMMUNICATION, MEDIA & CULTURE (7,4)**

**SPECIALISATION: CULTURE MANAGEMENT**

09/2009 02/2014

**EÖTVÖS LORÁND UNIVERSITY OF BUDAPEST**

**DEPARTMENT OF ANTHROPOLOGY**

Erasmus  
Programme  
02/2012 – 06/2012

## LANGUAGES

**GREEK:** Native Speaker

**ENGLISH:** Fluent First Certificate in English, University of Cambridge/ State Certificate of Foreign Language Proficiency

## COMPUTER SKILLS

**ECDL CORE CERTIFIED** (06/2010)

- Concepts of IT / Using the Computer & Managing Files / Word Processing / Spreadsheets / Databases / Presentations / Information & Communication