

KOSTOULA (LILA) MAVRIANOU

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EDUCATION

- 09/2007 **ALBA – Business Graduate School-** Athens, Greece
MBA- Full time(in Process)
- 06/2007 **Deree College of The American College of Greece – Athens, Greece**
Bachelor of Science in Business Administration
- Specialization in International Business and European Affairs
 - GPA: 3.18/4.0
- 06/1999 **General Lyceum of Aspropyrgos – Athens, Greece**
Apolytirion

WORK EXPERIENCE

- 04/2000 – Present **Ploioemporiki Shipping – Athens, Greece**
General Administrative Assistant
- Maintain office calendar; schedule and organize meetings
 - Issue invoices; record incoming and outgoing expenses electronically
 - Coordinate and complete all banking transactions and interaction with state sector offices
- 01/2006 – 06/2006 **The American College of Greece – Athens, Greece**
Student Assistant, Physics Faculty, Department of Mathematics and Natural Sciences
- Provided assistance as requested during lab courses
 - Maintained department schedule and student rosters updated
 - Completed general administrative tasks efficiently
- 05/2003 – 12/2004 **Poros Image Hotel – Neorio, Poros Greece**
Front Office Manager
- Supervised and implemented all public relations activities
 - Greeted patrons and provided hotel tours to newcomers
 - Ensured client satisfaction by providing quality service

ACTIVITIES

- 09/2006 – Present **Deree College International Business and European Affairs Society**
President
- Delegate tasks to society members to ensure proper execution of events and projects undertaken by society
 - Liaise between IBEA society and Deree College administration, other societies and clubs
 - Member of steering committee for the organization and implementation of the annual *Business Week* event
- 09/2005 – 06/2006 *Treasurer*
- Handled society funds and allocated as necessary
 - Assisted with the organization and implementation of the first *Business Week* event

SKILLS

Language	English (Proficient)	Italian (Proficient)	German (Good)
	Spanish (Beginner)	French (Beginner)	Greek (Native)
Computer	MS Word, Excel, Access, PowerPoint, Oracle		

SEMINARS

- 03/2007 *Business Week, Deree College Business Societies*
- 04/2006 *Business Week, Deree College International Business and European Affairs Society*

AWARDS

Awarded as the President of Deree College International Business and European Affairs Society for the best Business Administration Society

INTERESTS

Tennis; Photography; Music (CD collector); Dance (Ballet; 13 years)