***Kynthia Lampropoulou***

**Personal Details**

Date Of Birth: 6 April 1988

 Telephone: +306948395209

 Email Address: kynthial@outlook.com

Home Address: 45, Dimokratias Street , Voula, Athens

**Personal Statement**

At the age of 26, I have obtained knowledge upon my communication skills , a domain which I have chosen to work on in the future. In order to reinforce my qualifications which include inclination to languages and the creative field, I have spent the past 8 years working on fields which suit these adequately. For one part, during my school years and furthermore in University I have taken part in several clubs such as the environmental, geography and book club. During my teen years I worked voluntarily at PIKPA and Make a Wish Greece which made me become a better person as to what concerns helping others and communicating with people who have found themselves troubled in their childhood. As a whole I consider myself social, determined and energetic as a person with the will to obtain all my goals in the advertising and communications industry. I have the will to be taught and guided to improve my skills and become more effective in what I do.

**Education**

BA IN COMMUNICATIONS AND ADVERTISING (2010-2014) American College of Greece

C.I(overall grade)- 2.8/4, *Dissertation title: "Female endorsement in advertising"*

LINGUISTICS AND FRENCH (2006-2009) Queen Mary, University of London Saint Lawrence college(ELEMENTARY & HIGH SCHOOL) (1993-2006)

**Professional Experience**
 *Creative Director & Personal Assistant* at Think Lab Communications & More( July 2014- October 2014)

* Receiving emails from fashion bloggers and brand representatives
* Creating email templates
* Personal assistant of CEO
* Attending conferences
* Admin of several Facebook pages(Editing &General Handling)
* General advertising of fashion brands, logos, advertising campaigns

*Personal assistant & Secretary* at Azimuth.inc Shipbrokers (June 2013- October 2013)

* Organizing meetings with clients
* Managing CEO's daily tasks
* In charge of Compass Program- Emails from ships
* Organizing ships , sizes, what they carry, how much they weigh on excel
* Communicating with the company's accountant
* Organizing monthly payments

*Saleswoman* at Regalinas Clothes Store, Halandri (February 2013-May 2013)

* In charge of store's general appearance( Clothes, shoes accessories)
* Key designer of window display
* Interpersonal relations with customers

*Editor* at IMACO, (www.yupi.gr) Online Magazine (September2011- February 2012)

* Responsible for the celebrity column of an online magazine
* Editing of articles
* Research on online sites for data

*Saleswoman* at BOURJOIS, Hondos Centre Stores (December 2009-June 2010)

* Improvement of communication skills
* Public relations with customers
* Preparation of cosmetics in storage

**Languages**

ENGLISH: Fluent
 FRENCH: Sorbonne 2 level, Universite De Sorbonne GREEK: Native speaker

**I.T Skills**

OFFICE SUITES: MS Word, MS Excel, MS Powerpoint

OPERATING SYSTEMS: Windows, Mac OS

**Interests and Activities**

Fond of travelling and improving communications skills. Tennis and skiing are two sports I engage in.

References: May be given upon request.