**Ioannis Tsertsos**

**38 Amcomri Street BT12 7NB**

**07514 230866 • 028 90294849 • johntserts@gmail.com**

**Driving License**

**Personal Statement**

I am a diligent, open-minded, person-centred employee with an extensive background in administration and HR. I am very organised and proactive, with a problem-solving attitude to things. I have strong IT skills, (computer and internet programs like MS Word, Excel, PowerPoint, databases, use of fax machines, photocopiers). I also have excellent interpersonal and research skills.

**Key Skills**

* -Very good at Microsoft Office (Word, Excel, Powerpoint)
* -Familiar with computer databases/applications (VBasic, Access, SQL)
* -Knowledge of SPSS (Statistical package for research) and research design in Psychology
* -Very experienced at administrative and research work
* -Adept at Internet use
* -Fluent in Greek and English, extensive teaching experience
* -Extensive HR experience and use of computer programmes
* Organised, attention to detail

**Work Experience**

**English Teacher, Thessaloniki EL schools, Thessaloniki, Greece**

(1996 to 2011)

-Taught ESL at Lower, Intermediate and Upper Intermediate levels

-Taught Business English at Upper Intermediate and Advanced levels

-Organised and implemented study curriculum and time schedules of all classes

-Kept performance and attendance records and wrote up monthly and end-year reports of students

**HR Manager, Seascape Marine, Thessaloniki**

(2006 to 2012)

-In charge of personnel selection for company’s vessel

-Advertised vacancies on local press and the Internet

-Sourced, screened and shortlisted job candidates.

-Made arrangements for their transitions to and from their place of origin/ship

-Kept personnel’s descriptive, performance and financial records during their time with company

-Liaised for purchase of new vessel

**Research Assistant, Dr Markellos Tsioupras, Thessaloniki**

(2000 to 2005)

-Part of Dr’s research team in his study of gambling

-Participated and was trained in group therapy

-Liaised with professionals in the field on research matters

-Carried out research work

-Conducted relevant bibliography and Internet searches

-Internship

**Administrative Executive, Pointer Internet Solutions, Thessaloniki**

(1999 to 2005)

-Kept financial and descriptive records of company and clients in Word and Excel

-Contacted current and prospective clients by email and phone for business and marketing purposes

-Liaised with stakeholders in the industry

**Education**

**University of Luton, Luton**

2005 to 2006

PGD HEALTH PSYCHOLOGY

**Middlesex University, Middlesex**

2000 to 2003

BSc Psychology (Hons)

**IEK Kemos, Thessaloniki**

1995 to 1997

Certificate of Computer Applications

**ECDL School, Thessaloniki**

2008 to 2008

ECDL Core

**Cambridge University, Cambridge**

1989 to 1990

Certificate of Proficiency in English

**Hobbies & Interests**

Sports, reading, writing, research

**References**

References are available on request.