



VIRTUAL PAVLINA

PA&VA SERVICES



PAVLINA KONTOPOULOU

Executive Business & Lifestyle PA

A multi skilled hardworking PA, Virtual Assistant, Administrator and Secretary, with extensive experience in a variety of organisations and situations within the commercial and public sectors. Friendly and outgoing with a passion and experience for organizing Events, Training courses, flights, travels, accommodation, Meetings, Conferences, inductions, helping others and especially new starters, great team player and can work individually as well. Good customer service experience, meet the deadlines, problem solving, attention to the detail and always acts in a sensitive and diplomatic manner. Very flexible, adaptable and keen to learn. Relates well with all staff and known for maintaining a helpful and cheerful disposition, even when under pressure.

CONTACT

-  07842415256
-  virtualpavlina@gmail.com
-  www.virtualpavlina.co.uk
-  Manchester

EDUCATION

- Bury College, Bury, UK** 2021
Level 2 Creating Business Startup Distance Learning Course
- Bury Council Adult Learning Centre, Bury, UK** 2017-2018
LEVEL 2 in English Functional Skills Course/Certificate
- Education Centre (Greek Ministry of Education) Athens, Greece** 2001 -2003
Graduate and vocational training in I.T. Geographical Information Systems (G.I.S.)
Distinction in G.I.S May 2003 Graduate Presentation / **Project: Creation of a hunting map of Gioura Island in North Sporades, Aegean Sea Greece which was given assessed as "excellent", in actual working conditions.**
- Saint George S.A. Commercial College, Athens, Greece** 1999-2001
Greek-English executive secretarial course & Personal Assistant (PAs) - Business Administration, Commercial English-Greek, English-Greek Typing, Psychology in the work place, Office procedures and organisation, Principles of accounting, Computer science, Principles of management, Principles of business management, Political Economy, Introduction to commercial law, Principles of EU legislation, English commercial correspondence -translation, Principles of marketing and public relations. GRADUATED with C .

WORKING EXPERIENCE IN UK

VIRTUAL Pavlina - Virtual PA and Virtual Assistant Services May 2021 – Current **Position: Owner – Virtual Assistant**

Helping Businesses with secretarial, management, social media, organising webinars/online courses and events, advertisements and many more tasks.

<https://www.facebook.com/virtualpavlina>

<https://www.instagram.com/virtualpavlina>

<https://www.linkedin.com/company/80851894>

<https://www.linkedin.com/in/pavlina-kontopoulou-45673216/>

Greek Ladies in the UK, Facebook Group/Organisation May 2020 – October 2021 **Position: Group Business Partner**

Organising the general operation of the group. Responsible for the 21 Ambassadors and their weekly post and duties. Organising the management team of 5. Arranging events, giveaways, live interviews with celebrities. Also helping on the main idea of the group, to support the women empowerment, wellbeing and women in business. Working with big Greek Women Web platforms achieved collaborations and material exchange (posts, articles etc.)

<https://www.infowoman.gr/infowoman-people/as-gnorisoume-tis-greek-ladies-in-uk-kai-as-anaptychthoume-mazi/>

<https://www.facebook.com/groups/2465817627026500>

Holchem Laboratories Ltd, Bury, UK January 2020 – October 2021

Position: Promoted to Training Support Assistant

Provide administration support to the Customer Services Support & Training team.

Assembling and organizing deliveries of Signage orders to customers, Morrisons, CleanPro Manuals and USBs to Booker/Makro depots. Liaising with couriers and sorting postage. Preparing high quality training material for Holchem Courses and coordinating with the Training Managers, creating FOIs and invoicing. General office duties. Stock control of signage and send order requests to the suppliers. Daily communications with customers, reps and tutors. Email SDS and PI sheets to the customers. Preparing all the Signage and Training Courses Material orders. Liaising with internal departments and external customers both face to face and over the phone. Working to strict deadlines. Inputting various pieces of data accurately and efficiently using various systems to upload and submit data to various staff members. Taking inbound/outbound calls.

WORKING EXPERIENCE IN UK



Holchem Laboratories Ltd, Bury, UK January 2018 – January 2020

Position: Customer Services Support Administration Assistant

Provide administration support to the Customer Services Support & Training team.

Assembling and organizing deliveries of Signage orders to customers, Morrisons, CleanPro Manuals and USBs to Booker/Makro depots. Liaising with couriers and sorting postage. Preparing high quality training material for Holchem Courses and coordinating with the Training Managers. General office duties. Stock control of signage and send order requests to the suppliers. Daily communications with customers, reps and tutors. Email SDS and PI sheets to the customers. Preparing all the Signage and Training Courses Material orders. Liaising with internal departments and external customers both face to face and over the phone. Working to strict deadlines. Inputting various pieces of data accurately and efficiently using various systems to upload and submit data to various staff members. Taking inbound/outbound calls.

Bidfood UK (Bidvest Foodservices) , Bury, UK November 2016 –October 2017

Position: Secretary and PA to BDC (Business Development Controllers/Directors of Sales) & Receptionist

As a key member of the team I was responsible for providing full, accurate and confidential administrative support to the Business Development Controllers (including: Events, flights, travels, accommodation, Meetings, Conferences, inductions organizing), internal and external customers, ensuring deadlines are met across all areas within the business. Key Duties include diary and email management, preparing for key internal and external meetings and producing PowerPoint presentations. I co-ordinate key meeting dates including: customer meetings, strategy days, exhibitions, events, conference calls, team meetings, leadership meetings, ad-hoc meetings. Preparation, collation and distribution of monthly reports for the Board of Directors. Preparing Controllers for conference calls and meetings, including any travel and accommodation.

DA Languages, Stockport November 2017– CurrentPosition: Greek Interpreter

Bury Council, Bury, UK April 2016 – November 2016 Position: Catering Assistant in Primary & High Schools

Crowded House, Bury, UK Sept. 2015 – Nov. 2015 Position: Floor Crew

Epos till system and order taking.

WORKING EXPERIENCE OVERSEAS



Sea Justice S.A., Athens, Greece Feb 2011 – Sep 2011

Position: Technical Dept. Secretary & Personal Assistant to Technical Manager

Employee in a Maritime company, owned/management of 3 Bulk Carriers, 2 New buildings and 1 Yacht. Full Control of Certificates, ISM Technical Forms, Navigation Equipment, Drydocks, Repairs, Arrangement for Safety Annual inspections for life rafts and fire fighting equipment, daily basis communication with captains and chiefs of vessels and Class Society & Flag Authorities, Spares/ Lubricants orders, checking of Tech. Dept. Invoices

Golden Carriers S.A, Athens, Greece. Feb 2009- Feb 2011

Position: Technical Dept. Assistant/ Secretary & Personal Assistant to Technical Manager Employee in a Maritime company, owned/management of 30 Tankers.

Full Control of Certificates, ISM Technical Forms, Navigation Equipment, Drydocks, Repairs, Arrangement for Safety Annual inspections for life rafts and firefighting equipment, daily basis communication with captains and chiefs of vessels and Class Society & Flag Authorities, Spares/ Lubricants orders, checking of Tech. Dept. Invoices

Sekur Holdings Inc., Piraeus, Greece Nov 2007 – Feb 2009

Position: Technical Dept. Secretary & Personal Assistant to Technical Manager Employee in a Maritime company, Member of CTI Group Jordan, owned/management of 12 Cement Carries and 8 Bulk Carries.

Full Control of Certificates, ISM Technical Forms, Navigation Equipment, Drydocks, Repairs, Arrangement for Safety Annual inspections for life rafts and fire fighting equipment, daily basis communication with captains and chiefs of vessels and Class Society & Flag Authorities, Spares/ Lubricants orders, Invoices checking.

Marmaras Navigation LTD- Delta Tankers LTD, Piraeus, Greece Jul 2005 – Oct 2007

Position: Technical Dept. Secretary & Personal Assistant to Technical Manager owned/management of 13 Tankers and 39 Bulk Carries.

Full Control of Certificates, ISM Technical Forms, Navigation Equipment, Drydocks, Repairs, Arrangement for Safety Annual inspections for life rafts and fire fighting equipment, daily basis communication with captains and chiefsof vessels and Class Society & Flag Authorities, Spares/ Lubricants orders, checking of Tech. Dept. Invoices. Partly assistance at Legal Dept.

New Naval LTD, Piraeus, Greece Dec 2003 – Jul 2005

Position: Managing Directors' Assistant & Receptionist

Maritime Supply Company. Customer Services and Invoices, quotations.



APPRENTISHIPS

Jan 2002 – Dec 2003

IFB Interexperts, Piraeus, Greece Position: Secretary & Personal Assistant to Managing Director Employee in a Business Consultants Company.

Customer Service and Invoices, quotations, organising Seminars/Trainings.

New Trade Ltd, Piraeus, Greece Position: Sales Representative Employee in a Food Company.

Customer Service and Invoices, quotations.

Makedoniki S.A., Haidari, Greece Position: Commercial & Sales Department Assistant & Receptionist Employee in a Food Company.

Customer Service and Invoices, quotations.

Informatics Training Tutor Centre J. Pavlakou, Egaleo, Greece Sep 2003– Jun 2005 Position: IT Teacher, Employee in a Foreign Languages (English, French, German) and I.T. Center

FURTHER TRAINING

- Manual Handling Apr 2018 Wine Seminar Aug 2015
- Making Money from Property with M.Roberts Workshop (Tigrent) Feb 2015
- Business Planning Workshop (Blue Orchid) Jan 2015 ISM (International Ship Management) Seminar Nov 2007 Time Management Seminar Oct 2003 Business Seminar (BBS) Jul 2003
- Business Seminar (BBS) Apr 2003
- 12TH Meeting of Greek users at Arc View and Arc Info Nov 2002
- 11TH Meeting of Greek users at Arc View and Arc Info Nov 2001 Arc Map Forum Nov 2002
- Autodesk Autocad 2002 Forum Nov 2002

HOBBIES

- Yoga
- Meditation
- Aqua Aerobic
- Football / Basketball
- Cooking
- Travelling
- Spending quality time with my Family
- Music