Marianna Panousopoulou

Date of birth: 24/09/1992
Family Status: Single
License Driver: B category
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CONTACT

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HOBBIES

LANGUAGES

ENGLISH
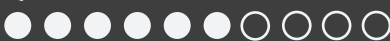●●●●●●●●●●○○
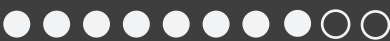
GERMAN
●●●○○○○○○○○○

SKILLS

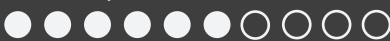**MS Office(Word,Excel,Power Point, Access)**
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Website administration & social media platforms(Open Cart, X- Cart,Google Analytics,Facebook, instagram etc.)
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Illustrator,Photoshop, Corel Draw, Quark
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HTML-CSS, Dreamweaver,In Design Audacity
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Softone-Soft1,ERP,Κεφάλαιο, SPSS
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Premiere,Vegas Pro, After Effects, Flash
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ABOUT

Marianna is a hardworking and capable person. He is e-shop manager for two years with experience in web content management and updating products and descriptions. Specialized to open codes(data entry position) and process photo. Constant desire to improve her abilities to learn new fields and take initiatives for new projects.She manages multiple tasks efficiently and methodically under pressure.

WORKING

E-SHOP MANAGER
ZIC ZAC AVEE(FASHION INDUSTRY) ,Athens // November 2017- Present
- Update and manage the site and products
- Open codes & make description for our products • Upload products photos & prices
- Shooting discount products in order to upload at the Mac Arthur site
- Create google banners & site elements(homepage banner etc.) • Control of species movement
- Order management • Back office • Customer service • Correspondence supervision

E-SHOP/ DATA ENTRY MANAGER
MOBILEHELLAS ,Athens //November 2016 - November 2017
- Update and manage the site & products
- Make -modify description of products & edit/ upload product photos
- Update price changes • Open codes in warehouse types(Soft1- data entry)
- Control of species movements • Order management • Contact with suppliers
- Write SEO-optimized meta tags & search words in Soft1
- Customer service • Correspondence supervision

JUNIOR GRAPHIC DESIGNER (Internship)
20 20 LIMITED ADVERTISING COMPANY & E-COMMERCE, Athens //April 2015 - October 2015
- Update and manage the sites & products
- Make -modify description of products & edit/ upload product photos
- Update price changes • Open codes in warehouse types
- Control of species movements • Order management • Contact with suppliers
- Customer service • Correspondence supervision • Arching of invoices
- Sites administration: https://veryniceday.gr/home.php, https://nicepack.gr/

EDUCATION

- **University of Informatics & Mass Media of Western Greece(Patra),** // 2010 - 2017
Supreme Technological Education Institute
Thesis:" Creating an electronic fairytaile using stop motion animation elements, //2017
Grade:10
- **General High School of Kiato**//2007 - 2010

VOLUNTEER WORK

SECRETARY SUPPORT
- 17th Olympia International Film Festival for Children & Young People//Pyrgos, 2014
- Cine@ART-PIFF : 5th Corinthian Pelloponnesian International Film Festival "Bridges" //Korinth, 2014
- 3d Athena Summer-Tracks: Algorithms,Telecom,Hardware,Encryption,Networks, Applications //Pyrgos, 2012

DISTINCTION

- Publishing the main poster in the Exhibition to Latseio Town Hall of Pyrgos with topic: "Save Creativity" //Pyrgos, 2013
- Writing an article with title: "Imaginative video - The"Athena"...eliminates the students" //http://newpost.gr/ellada/190973/eyrimatiko-vinteo-i-athina-eksafanizei-toys-foitites