

# Tataridis Georgios

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Date of birth: 21 July 2000

Parnasidos 35, Agios Dimitrios, 17341 - (+30) 6996565225 - 6907040899

Military Obligations: Fulfilled

## PROFESSIONAL EXPERIENCE

**MAY 2024 - JULY 2024**

**INTERNSHIP**, LOTUS SHIPPING COMPANY LIMITED, ATHENS

Observing and learning about the operation of a shipping company, with knowledge of its departments and activities. Knowledge of chemical oil tankers, with particular emphasis on the chartering department, and dealing with voyage calculations and post-fixture activities.

**OCTOBER 2022 – MARCH 2024**

**ADMINISTRATIVE ASSISTANT**, NETWORK BUSINESS SOLUTIONS, ATHENS

As an assistant in the accounting department, I initiated and organized financial records, ensuring accurate and efficient record-keeping. I was responsible for registering and processing invoices, maintaining up-to-date and precise documentation, and managing electronic payments

**APRIL 2022 - SEPTEMBER 2022**

**INTERNSHIP**, MUNICIPAL PUBLIC COMPANY OF KAVALA "DIMOFELIA", KAVALA

During my graduate studies, I interned as an Executive Assistant, where I managed and edited the company's website and social media, handled the main telephone line, and promoted cruise tourism. I organized fam trips for Kavala and conducted a SWOT analysis on its tourism sector, identifying shortcomings and proposing solutions.

**JANUARY 2019 - SEPTEMBER 2022**

**BARISTA**, APARTO BISTO CAFE - BAR, KAVALA

Preparation of coffee and drinks. Working in conditions that require fast preparation and correct quality. Cellar management and supply of raw materials. Dealing with telephone orders and reservations.

## EDUCATION

**OCTOBER 2023 – MARCH 2025**

**MSc in MARINE SCIENCE AND TECHNOLOGY MANAGEMENT**, NAVAL ACADEMY & UNIVERSITY OF PIRAEUS

Major in Management in Marine Technology

Thesis: "Statistical Analysis of Maritime Accidents and Risk Analysis "

Courses attended: Supply Chain Management, Maritime Information Systems, Risk and Reliability Theory with Applications to Naval Systems, Big data analysis in Shipping and the Marine Environment, Organization and Management of Ship Maintenance Procedures

**OCTOBER 2018 - SEPTEMBER 2022**

**BUSINESS ADMINISTRATION**,

INTERNATIONAL UNIVERSITY OF GREECE - KAVALA

Thesis: "Creating a website with WordPress and promoting via Google Ads"

Courses attended: Database, Project Management, Management Information Systems, Financial Accounting I & II, Information Technology, Supply Chain, Marketing, Logistics

## CERTIFICATIONS

NOVEMBER 2023

**INTERNATIONAL CONFERENCE ON POSTGRADUATE RESEARCH IN THE FIELD OF MARITIME TECHNOLOGY**, HELLENIC INSTITUTE OF MARINE TECHNOLOGY H.I.M.T.

JUNE 2023 - SEPTEMBER 2023

**EXPORT MARKETING: MARKETING STRATEGIES FOR EXPORTS IN INTERNATIONAL MARKETS**, NATIONAL KAPODISTRIAN UNIVERSITY OF ATHENS

Attendance of the training program of 4 months / 250 hours

JULY 2023 - SEPTEMBER 2023

**HTML5 & JAVASCRIPT: THE FIRST STEPS IN WEB DEVELOPMENT**, NATIONAL KAPODISTRIAN UNIVERSITY OF ATHENS

OCTOBER 2021 - JANUARY 2022

**GUERRILLA MARKETING AND ALTERNATIVE ADVERTISING**, NATIONAL KAPODISTRIAN UNIVERSITY OF ATHENS

Attendance of the training program of 3 months/ 72 hours

DECEMBER 2021 - FEBRUARY 2022

**MARKETING AND BRAND MIX**, NATIONAL KAPODISTRIAN UNIVERSITY OF ATHENS, DECEMBER 2020

**PUBLIC WORKS, STUDIES/CONSTRUCTION. CREATION OF AN ELECTRONIC TENDERING PROCEDURE, SUBMISSION OF A NEW E-TENDER (PROMITHEUS ESPDINT)**

**FOR ECONOMIC OPERATORS**, ECONOMOTECHNICAL SEMINARS S.R.O.

## ON BOARD EXPERIENCE

As part of the MSc in Marine Science and Technology Management in collaboration with Danaos Shipping Co. Ltd., I participated in a training trip on board a containership. During this experience, I gained hands-on knowledge in vessel management and operations, learned about the functioning of the ship's engine and bridge, and observed the process of loading and unloading containers in the ports of Rotterdam, Hamburg, Bremerhaven, and Antwerp.

## FOREIGN LANGUAGES

ENGLISH:

**NOCN LEVEL 3 CERTIFICATE IN ESOL INTERNATIONAL (C2)**

**CERTIFICATE OF COMPETENCE IN ENGLISH, ECCE**

FRENCH:

**DIPLOME D'ETUDES DE LANGUE FRANCAISE, DELF**

## FEATURES

- Computer knowledge
- Microsoft Office (word, power point, excel, access)
- Knowledge of WordPress for creating websites
- Website Organization and Design
- Ability to cooperate
- Ability to work under pressure
- Responsibility
- Time Management & Adaptability