

# Anna Markou

## SUMMARY

Experienced professional with a strong educational background in **Maritime - Shipping Studies, Management - MBA** and the **Humanities**. Actively involved in the Maritime Industry, specializing in **Crew Management, Training & Human Resources**. Eager to learn and grow, striving for improvement!

## CONTACT INFORMATION

**E-mail:** markou.anna@outlook.com

**LinkedIn:** www.linkedin.com/in/annamarkou

## PC LITERACY

- **ECDL** Profile Microsoft Office™ Certificate - [Word, Excel, Outlook PowerPoint, Internet]
- **DANAOS** Software [Crewing]
- **OCEAN** Learning Platform
- Social Media Platforms
- Canva, Wordpress

## LANGUAGES

- **English:** C2 - Proficiency - Michigan Business English Program - EKPA
- **Greek:** Mother tongue

## CERTIFICATIONS

- Audit in Maritime Industry
- Seafarer's Wellbeing
- HR Organizational Culture & Time Management
- Human Resource Administration
- Management Accountant certification
- Train the Trainer

## VOLUNTEERING

- KETHEA (M.K.O.) | 2015-2017

## EXPERIENCE

### Crew Coordinator

#### **Danaos Shipping Co. Ltd | Febr.24 - Present**

- Maintaining accurate and up-to-date crew records in the company's crewing software
- Managing visa applications and monitoring crew certifications
- Ensuring compliance with flag state and international maritime regulations
- Preparing and issuing crew employment contracts in line with company policies and maritime standards
- Collaborating with internal departments & external stakeholders to support crewing operations

### Crew Operator

#### **Aeolos Management S.A. • Shipping Co. | Sept.21 - Febr.24**

- Updating the Crewing Software - Database
- Managing seafarer assignment forms per SMM guidelines
- Arranging medical examinations for maritime personnel
- Collaborating with the accounting dept. - maritime contracts & ticketing

### Executive Support Specialist

#### **Athens Metropolitan Expo S.A. | Sept.19 - Sept.21**

- Managing and organizing HR documentation
- Coordinating administrative activities for exhibitions and events
- Assisting in recruitment and termination processes
- Managing communication [correspondence & newsletters]

### Management Assistant

#### **Syllabus Language Centre | Sept.17 - Sept.19**

## EDUCATION

#### **Master in Shipping Studies - MSc Marine Science and Technology Management University of Piraeus | Sept.2022 - May2024**

- Thesis: "Analysis of Social Factors within the ESG Framework in the Maritime Industry"

#### **Master of Business Administration - MBA Strategic Management**

##### **National & Kapodistrian University of Athens | Febr.2019 – Oct.2021**

- Thesis: "The Role of Human Resources Training in Job Satisfaction & Commitment in the field of Business"

#### **Diploma, Mental Health**

##### **Sismanoglio General Hospital of Athens, Department of Psychiatry | Sept. 2016 – June 2017**

#### **Bachelor's Degree - BA, Classical Philology**

##### **University of Ioannina | Sept.2011 - Febr.2016**