



DIMITRIS KOUROUMOUSIS

Athens, 15233 Greece • +30 694 54 73 139 • d.kouroumousis@gmail.com

PROFESSIONAL SUMMARY

Self-motivated administrative professional with efficiency-driven approach to handling administrative and filing needs. Highly organized with good multitasking, prioritization and critical thinking skills. Familiar with managing schedules, coordinating paperwork and serving customer needs.

EDUCATION

Nurse Surgical Assistant, 2023
Public Institute of Vocational Training - Athens

Dtp Graphic Designer, 2003
Public Institute of Vocational Training - Athens

VOLUNTEERING

- Reception Assistant Day Center Volunteer for the Homeless Athens (PRAKSIS) 2018
- Rescue and Civil Protection Greece Elite Special Task Force (E.P.O.M.E.A) 2020-Present
- Rescue and Civil Protection

WORK HISTORY

Corporate Event Planner, 04/2017 - 01/2023

Base Camp - Greece

Front Office Agent -Night Auditor , 04/2022 - 10/2022

Selina - Athens

Front Desk Receptionist, 04/2019 - 04/2022

Olympic Fashion Hotels - Athens

Music Tour Manager, 01/2008 - 09/2019

Freelance - Europe

Head Banquet Waiter, 05/2018 - 05/2019

Grand Hyatt - Athens

B2B Consultant, 02/2013 - 03/2017

Viva Wallet - Athens

Secretary-Reception Assistant, 02/2004 - 03/2012

Municipality of Athens

SKILLS

- Customer Retention Strategies
- POS Systems and Ordering Platforms
- Understanding Customer Needs
- Calm and Professional Under Pressure
- Decision-Making
- Analytical and Critical Thinking
- Computer Proficiency
- First Aid
- Firefighting Operations

Europe (Evolzar) 2020-Present

- Volunteer Athens (Fire Department) 2022-Present

CERTIFICATIONS

Certificate of Competency in English (University Of Michigan) 2005
ECDL Core (Word Excel Internet-Outlook Express) 2007
Marketing Certificate (General Secretariat for Lifelong Learning) 2009
Web Design (Dream Weaver, Flash, HTML) (Intergraphics) 2011
The Quality Service (Learning For Life) 2016
First Aid Courses for Citizens (Red Cross) 2017
Acute Mi and Stemi BLS (Bound Tree University) 2022
Ambulance safety & design (Bound Tree University) 2022
First Responder education webinar (Isavelives) 2022
Basic Life Support (European Resuscitation Council) 2022
Basic Instructor Course (European Resuscitation Council) 2023
Bleeding Control (American College Of Surgeons) 2023
School nursing (University Of Patras) 2023
New Technologies In Natural Disasters (Eoppep) 2023

LANGUAGES

Greek: Native language
English: C2
Proficient