



Laila Zeinentin

Date of birth: 23/03/2001 | **Nationality:** Greek, Palestinian (Autonomous Palestinian Territories) |

Gender: Female | (+30) 6956641660 | leilazeineddin@gmail.com | Thessaloniki, Greece

● WORK EXPERIENCE

01/07/2018 – 30/11/2019 – Thessaloniki, Greece

PERSONAL ASSISTANT – HALA EDUCATION NON PROFIT ORGANISATION

Assistant manager's duties such as implementing office procedures, preparing reports, handling phone calls and correspondence, maintaining a good relationship with customers, and organizing meetings and weekly classes' schedule.

11/01/2020 – 14/02/2021 – Thessaloniki, Greece

BILATERAL INTERPRETER – EASO (EUROPEAN ASYLUM SUPPORT OFFICE) - ITC COOPERATIVA

18/06/2021 – 13/12/2021 – Thessaloniki, Greece

PUBLIC SERVICE INTERPRETER – ITC COOPERATIVA, EMPLOYEE OF THE MINISTRY OF IMMIGRATION AND ASYLUM

09/03/2021 – 09/03/2022 – Greece

ENGLISH LITERATURE TEACHER IN SECONDARY SCHOOLS – SOLIDARITY NOW

Preparing assylum seekers for the country of acceptance through lessons of the English language

12/09/2022 – CURRENT – Thessaloniki, Greece

MARKETING ASSISTANT – ASAT – ARISTOTLE SPACE & AERONAUTICS TEAM | ARISTOTLE UNIVERSITY OF THESSALONIKI

● EDUCATION AND TRAINING

2016 – 2019 – Thessaloniki, Greece

HIGH SCHOOL – 5th High School of Thessaloniki

Address Thessaloniki, Greece

18/09/2019 – CURRENT – Thessaloniki, Greece

DEPARTMENT OF BUSINESS ADMINISTRATION, MARKETING AND TOURISM – International Hellenic University (IHU - Thessaloniki)

Address Sindos, Thessaloniki, Greece | **Website** <http://ommt.ihu.gr/en/welcome/> |

Field of study Management and administration , Marketing and advertising |

Final grade Undergraduate degree in management of marketing and communication (MarCom)

10/2020 – 08/2021 – Thessaloniki, Greece

GRAPHIC DESIGN SEMINARS: PHOTOSHOP, ILLUSTRATOR, INDESIGN – KEME Centre for Lifelong Learning

Address Siggrou 30, Thessaloniki, Greece | **Website** <https://www.keme.com.gr/>

● LANGUAGE SKILLS

Mother tongue(s): **GREEK** | **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
FRENCH	A2	A2	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

My Digital Skills

Microsoft Office | Written and Verbal skills | Adobe Suite (Adobe Photoshop, Adobe Illustrator, Adobe Lightroom, Adobe InDesign) | Canvas | Instagram SEO | Google: (Google Business, Google ADS, Google Analytics)

● CONFERENCES AND SEMINARS

07/11/2016 – 09/11/2016 – American Farm School

15th annual session of Thessaloniki Model United Nations (HMUN)

<http://www.hmuno.org/tmun/>

02/04/2017 – 04/04/2017 – Aristotelio College

16th Annual Thessaloniki Model United Nations Conference

<http://aristoteliocollegemun.weebly.com/>

06/05/2017 – 08/05/2017 – Thessaloniki City Hall

3rd National School Encounter with the Greek Children's Ombudsman (Σύνηγορος του παιδιού)

<https://srv-dide-a.thess.sch.gr/portal2/index.php/agogi-ygeias-wb/5875-3-2>

17/12/2016 – 18/12/2016 – Mandoulides Schools

1st Simulation of the European Parliament Plenary Session

<https://mandoulides.edu.gr/en/2020/01/14/european-parliament-plenary-session-simulation/>

17/12/2017 – 18/12/2017 – Mandoulides Schools

2nd Simulation of the European Parliament Plenary Session

<https://mandoulides.edu.gr/en/2020/01/14/european-parliament-plenary-session-simulation/>

15/10/2020 – KENG CENTER OF GREEK SIGN LANGUAGE

Introduction to Greek sign language Webinar

www.kegn.gr

17/10/2020 – 22/12/2021 – Thessaloniki, Greece

i-Mentoring | Project "OMPRELA"

The iMentors Program provides first-year international students (mentees) with the opportunity to receive on-going support from experienced domestic and international students (mentors). The program supports mentees, develop their communication skills, as well as helping them to form social connections.

30/11/2020 – 03/12/2020 – Thessaloniki, Greece

Open House Thessaloniki

Open House is one of the most important global institutions for the promotion of architecture. The Open House project invites the public to explore and understand the value of architecture.

<https://www.openhousethessaloniki.gr/en/>

10/11/2020 – 21/08/2021 – Greece

WOMENTORS by Lambrakis Foundation

The program aims to develop the sustainability and capacity of the civil society sector in Greece, and to strengthen its role in promoting and safeguarding democratic procedures, active citizenship and human rights.

<https://www.womentors.gr/en/about-womentors/>

04/03/2021 – 04/03/2022 – Greece

STARTnow - Student Action for Refugees in Thessaloniki by SolidarityNow

<https://www.solidaritynow.org/startnow/>

02/04/2021 – Greece

UNICEF's | 1st Official conversation with Teens and Youths

<https://www.voicesofyouth.org/inspire>

INTERNISA ActionAid

The territories involved in the ENI CBC Med Programme suffer from high unemployment rate and low participation of women in the labour market. Project activities will culminate with interventions related to matchmaking of labour demand and supply through an online platform and job fairs to foster contacts among job seekers and employers.

Developing the INTERNISA network of synergies to increase the number of digitally skilled women employed in the ENI CBC MED territories via matching demand and supply in the labour market

<https://www.enicbcmed.eu/projects/internisa>