

PERSONAL INFORMATION

Vasilios Stavropoulos



📍 Elpidos 1, 10434 Athens (Greece)

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✉️ vasstavropoulos@gmail.com

Sex Male | Date of birth 21/02/1984 | Nationality Greek

WORK EXPERIENCE

1 Sep 2006–31 May 2007

Administrative secretary

PERIKLES MARIATOS METAXAS
Lesvou 1, 11256 Athens (Greece)
www.grapsa.edu.gr

Business or sector Education

1 Sep 2007–31 May 2008

English Language Teacher

PERIKLES MARIATOS METAXAS
Lesvou 1, 11256 Athens (Greece)
www.grapsa.edu.gr

Teaching to Young learners and adults. Exam preperation.

Business or sector Education

1 Sep 2008–31 May 2009

Studies Manager

PERIKLES MARIATOS METAXAS
Lesvou 1, 11256 Athens (Greece)
www.grapsa.edu.gr

HR Manager

Curriculum

Scheduling of classes

Handling of Complaints

Teacher Evaluation (on behalf of the central administration)

Business or sector Education

1 Sep 2009–31 May 2010

School Principal

PERIKLES MARIATOS METAXAS
Lesvou 1, 11256 Athens (Greece)
www.grapsa.edu.gr

HR Manager

Curriculum

Scheduling of classes

Handling of Complaints

Teacher Evaluation (on behalf of the central administration)

Payroll

Business or sector Education

1 Sep 2010–31 May 2011

Administrative Associate professional

Kontopodis Konstantinos
Lesvou 1, 11256 Athens (Greece)
www.grapsa.edu.gr

HR Manager
Curriculum
Scheduling of classes
Handling of Complaints
Teacher Evaluation (on behalf of the central administration)

Business or sector Education

1 Sep 2007–Present

English Language Teacher

GRAPSA Foreign Language Schools
Lesvou 1, 11256 Athens (Greece)
www.grapsa.edu.gr

Teaching to Young learners and Adults. Exam preparation.

Business or sector Education

1 Sep 2007–Present

Education Consultant

GRAPSA Foreign Language Schools
Lesvou 1, 11256 Athens (Greece)
www.grapsa.edu.gr

Promotion of foreign language courses. Over 70% success every school year.

Business or sector Education

1 Sep 2007–Present

IT Trainer for ECDL Exams

Grapsa Foreign Language Schools, Athens (Greece)
www.grapsa.edu.gr

Prepare candidates for the European Computer Driving License (ECDL)

Business or sector Education

EDUCATION AND TRAINING

1 Feb 2003–30 Jun 2007

Bachelor from the Department of Applied Foreign Languages in Management and Commerce

TEI of Epirus, Igoumenitsa (Greece)

PERSONAL SKILLS

Mother tongue(s) Greek

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
CPE Certificate of Proficiency in English Cambridge University ECPE Certificate of Proficiency in English Michigan University					

French	B2	B2	B2	B2	B2
Part of my studies					
Italian	B1	B1	B1	B1	B1
Part of my studies					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

Excellent communication skills.

My studies have substantially helped me to develop my presentation and negotiation skills. Excellent spoken and written skills in both Greek and English language.

Subsequently, my professional experience in Grapsa Group was not only to develop my communication skills but working in a demanding work environment, I have discovered many aspects of myself that I had not yet realized.

Organisational / managerial skills

Excellent leadership skills being responsible of a 15-member staff at the School and 320-plus students.

Job-related skills

- Implementation of quality control and project work (as studies manager of the educational institution, in which I was employed, had the authority to supervise and control the process of conducting the language courses and the operational principles of Grapsa Group to the specific subsidiary. Moreover, I was part of the Marketing and Sales staff of the school. My task was to talk to potential students (mainly adults) to register to our branch. My success rate was around 70% every school year.

Computer skills

Excellent handling of operating systems: MS Windows, MAC OS, Linux.

Excellent handling of office software suites: MS Office.

IT teacher. Preparation of students for ECDL Certification.

Driving licence

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