

Dimitra Prassa

di.prass@gmail.com

M: 6949734634

DOB: 11/11/1989

EDUCATION

BA Honors degree in English Language and Literature

2007 – 2014

Aristotle University of Thessaloniki

Grade: 6,44 out of 10 (Good)

WORK EXPERIENCE

ZARA SA

09/2017 – 09/2018

Visual Merchandiser in Regent Street store, London

Duties:

- Creation of window and in – store displays
- Inventory management
- Reorganizing products according to sales
- Styling of the products

ZARA SA

04/2017 – 08/2017

Sales Assistant in Regent Street store, London

Duties: customer service, registry, placement of products

Hellenic Environmental Recycling SA (HER SA), Larissa

11/2011 - 03/2017

Office manager

Duties:

- Secretarial Support
- Data entries
- Logistics
- Translation of English Documents and Informing the Staff about the changes on them
- Responsible for communicating with the international clientele
- Customer Service

ARSIS – Association for the Social Support of Youth, Thessaloniki

09/2008 – 05/2009

English Tutor in Immigrants

THESSALONIKI INTERNATIONAL FILM FESTIVAL

11/2008

Press Office

Duties: Translation of press releases from Greek to English, briefing members of the Greek and International Press on the program and events of the festival

IT SKILLS

ECDL certificate in: Word, Windows, Excel, Outlook, Power Point, Access

LANGUAGES

English: **Excellent** (*Proficiency in English, University of Michigan*)

French: **Good** (A6)

SEMINARS

«*International Commerce and Exports*», EEDE, 40 hours, 17/12/2013 – 28/01/2014

INTERESTS

Tennis, Fashion, Travelling

REFERENCES AVAILABLE UPON REQUEST