

DANIEL ATHANASIADIS

Personal Info

📍 Resident of Pireaus, Greece
✉️ daniel.guiding@gmail.com
Gender male | Date of birth 1999

October 2017- February 2022

19-22 July 2022

September-October 2022

September-October 2022

October 2022 - April 2023

October 2022-April 2023

January- February 2024

Education



UNIWA (University of West Attica)

Bachelor degree in the field of Optics and Optometry (primary health care of the eye and vision, diagnosis and management of ophthalmic diseases, help fit eyeglasses and contact lenses)



Seminar (SCOPUS/ISI) COMELA 2022

Anthropological seminar with studies of the origin and development of human societies and cultures.



Strategy in management of social media (Google seminar)

Strategy in management of social media, producing content, trend, reviewing analytics, engagement.



The Basics of Digital Marketing (Google seminar)

SEM,digital marketing,email marketing,ads,analytics



Diploma in Sales Management.(IST College)

Effective Communication Skills for Sales,Marketing for Successful Sales,Online Sales,Customer Service Experience,Sales Negotiations Dynamics, Market Analysis & Strategic Sales Planning, Managing a sales team



Diploma in Project Management (Epsilon College by the University of Northampton)

Agile project management,Scrum Concepts,Scrum Roles,Jira,knowledge and skills in specialised technical and managerial competencies to initiate, plan, execute and evaluate work to achieve project objectives.



Linkedin Learning Certificates

Excel Essential Training (Microsoft 365),Excel: Advanced Formulas and Functions,Excel: Productivity Tips. Microsoft Planner Essential Training,Business Etiquette: Phone, Email, and Text,Business Analysis: Essential Tools and Techniques,Customer Service Foundations,Customer Service: Creating Customer Value, Nano Tips for Using Microsoft Office with Mike Tholfsen,Excel: Advanced Formulas and Functions.

Foreign languages :
English (Proficiency C2
 Michigan) :

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C2

Work Experience

November 2018-May 2019

- ◆ **Salesman and Logistician to a store and warehouse that has tools and household items (Psyri)**

October 2019-July 2023

- ◆ **Cashier at a fast food restaurant (Premier Capital)**

May 2021-September 2021

- ◆ **Optician & Optometrist at Optical Papdiamantopoulos**

Eyewear suggestion, diagnosis, help fit eyeglasses and contact lenses following prescriptions from ophthalmologists

October 2021-June 2022

- ◆ **Teaching the Greek language (only basic spoken Greek)**

Via Skype/Zoom to students who came to Greece with the program called Erasmus

August 2022-November 2023

- ◆ **Had a TikTok theme page about eyes/contact lenses/glasses with ~15k followers that got banned**

Content creation and affiliate marketing to promote softwares and products

2019-present

- ◆ **Fiverr Freelancer for consulting people who want to visit Greece**

Provide custom recommendations, planners, itineraries, useful tips-info and apps to use during their stay to maximize their whole experience. (<https://rb.gy/ense7n>)

August 2022-September 2023

- ◆ **Virtual assistant/Personal assistance to anthropological seminars(SOAS GLOCAL)**

Seminars that are concluded virtually and live. My tasks : Answering emails, communicating with participants and presenters, calendar management, reminder services,data entry,task prioritization, and many other tasks

March 2021-February 2022 &
 April 2022-January 2024

- ◆ **Executive Assistant/ Administrative Manager/ Personal Performance Coaching (part time)**

Confidential virtual personal assistant for 2 very successful entrepreneurs handling many of their business tasks integrating to their personal life too for their health and productivity (daily to-do tasks,prioritizing goals, workout & nutrition plans etc) -> <https://shorturl.at/tYUFh>

May 2022-November 2023

◆ **Airbnb Manager to 2 properties in Thessaloniki, Greece**

Communicating with the guests via messages and video calls (Greek, English) , updating the guest check-in and checkout, scheduling the cleaning and maintenance of the property, costing depending on the period, provide a list of recommendations and info to maximize their whole experience, and lastly, dealing with complaints and "pushing" for good reviews

October 2022-January 2024

◆ **Instagram social media manager to 2.8m followers page (@warmingnews)**

Schedule Posting, Audience Engagement, Relevant content planning, Paid ad campaigns, Strategy Development, Answering DMs, and managing paid promo posts/stories

March 2024-April 2024

◆ **Treasure Hunt (AthensInsiders)**

Part of the game that tourists create groups and try gaining the most points while exploring, discovering and interacting with the true essence of Athens.

February 2024-present

◆ **ChatGpt Chatbots Installations cooperation**

ChatGpt Chatbots Installations for websites and socials(Facebook,Instagram,Linkedin) for recommending, guiding and answering customer's questions automatically.

Personal Skills

Management skills

◆ I'm able to effectively handle people, resources, and processes, including time, plans, projects

Collaboration and teamwork

◆ Strong interpersonal skills that I can handle social interactions

Flexibility

◆ Things can change very quickly in the workplace and i can be receptive and adaptable to every situation

Problem-solving skills

◆ Strategically handle any obstacles and challenges that arise

Time management

◆ Complete tasks and projects before deadlines

Hobbies

Playing Basketball

Listening to music

Video editing

Crypto currency

Landscape photography

Volunteering to help stray dogs and cats

Travelling and mainly roadtrips

If is there anything else I can do to be of service to your business based on my experience and knowledge let me know. I'm a legally registered freelancer, authorized to issue invoices. I'm available for one -time -temporary projects too.