



## Kyriakos Romios

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### ● WORK EXPERIENCE

31/01/2019 – CURRENT Athens, Greece

#### **PROJECT MANAGER** NATIONAL OBSERVATORY OF ATHENS - INSTITUTE FOR ENVIRONMENTAL RESEARCH AND SUSTAINABLE DEVELOPMENT

A-Z handling of all the admin aspects of Research Projects from various funding sources (Horizon, ESA, European Environment Agency, NSRF, other National etc.)

- Monitor projects' progress, status, and report issues, if any, to stakeholders on regular basis
- Manage and track budgets and resources to assure efforts are in compliance with project guidelines
- Reconcile general budgets, gift funds, grants, and endowments; take corrective actions as necessary
- Facilitate and take ownership of various workflows involving internal and external stakeholders
- Plan, organize and implement all procurement procedures ensuring alignment with the national legislation and project guidelines
- Handle all employee recruitment, onboarding and offboarding activities
- Align payroll with project effort ensuring consistency of payroll capacity for the team as well as compliance with project guidelines
- Contribute to strategic planning of the projects and work with Research Director to prepare project plan, budget and schedules
- Serve as member of the Organizing Committee for Research and Innovation conferences
- Assist in communication and dissemination activities
- Assist with preparation and submission of grants

**Address** Athens, Greece

31/08/2020 – 30/05/2021 Athens, Greece

#### **OPERATIONS ASSOCIATE (HYBRID)** MEDINEVO

- Produce shortlist of potential clients and contact persons
- Screen calls for funding opportunities, propose actions and potential partners
- Draft proposals for projects, liaison with partners, take ownership of all admin actions from zero to submission
- Liaison with representatives of cluster initiatives in order to ensure company's participation/ involvement
- Assist in financial control activities
- Assist in drafting and applying for patent licence within the EU
- Assist in various admin activities such as travel and conference arrangements etc
- Assist in talent screening for potential new hires

31/05/2017 – 30/10/2017

#### **WEB SEARCH PROJECT AUDITOR (REMOTE)** APPEN

Worked remotely as an Independent Consultant:

- Audited reviews of web services and social media queries according to specific multi-criteria analysis
- Mediated between Project Raters and Project Lead for streamlining project workflow
- Interacted with Project Managers and Project Leads of a global virtual team from different timezones (mitigating shortcomings, reports and ensuring framework compliance)

**Address** Remote

14/11/2014 – 19/12/2014

**ADULT EDUCATION TRAINER** MINISTRY OF EDUCATION, GENERAL SECRETARIAT OF LIFELONG LEARNING

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A 25-hour adult education programme on Agricultural Entrepreneurship and Marketing of Agricultural Products:

- Implemented Adult Education principles and best practices as a Training Facilitator throughout the programme (team of 20 trainees)
- Designed programme (educational needs, material, timetable etc.)
- Delineated targets into educational goals, objectives and expected results
- Completed the ex-post programme evaluation

**Address** Athens, Greece

14/11/2013 – 02/01/2019

**PROJECT ACCOUNTANT** MANAGING AUTHORITY - OPERATIONAL PROGRAMME COMPETITIVENESS, ENTREPRENEURSHIP AND INNOVATION 2014-20

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A-Z Accounting Services for Technical Assistance EU-funded (ERDF and ESF) Projects with a combined annual budget of 15 mil. Euros:

- Provide reference data and assist in Annual Project Budget Planning
- Ensure compliance and timely deliverance of monthly and yearly Fiscal Reports
- Ensure compliance of procedures with Internal Standardization and Quality Control Team
- Identify potential risks or inefficiencies and develop recommendations for improvement on internal procedures (work closely with IT and Management)
- Handle all Accounts Payable and Accounts Receivable (Procure to Pay)
- Process all month-end reconciliations (Bank Account, General Ledger, Tax, Internal)
- Support internal and external audits
- Assist in Procurement procedures, including nationwide

**Address** Athens, Greece

30/09/2009 – 29/06/2018

**ECONOMICS TUTOR** SELF-EMPLOYED

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Private classes:

- Tutored secondary education graduates for the Economic Universities' entry exams
- Tutored the "Principles of Economic Theory" class

**Address** Athens, Greece

14/03/2007 – 14/09/2009

**CONSUMER CREDIT & MORTGAGES MANAGER** NATIONAL BANK OF GREECE

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- Managed entire Loan Life Cycle for Consumer Credit Products
- Supplemented the Deposits Manager and Teller roles
- Goal oriented modus operandi while adhering to best customer service practices

**Address** Athens, Greece

31/08/2005 – 27/02/2007

**SPANISH LANGUAGE TUTOR** GRAPSA EDUCATION

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- Prepared teams (3-10 adults) for the DELE Language Exams for levels A1-B2
- Helped trainees achieve a rate of over 80% of success
- Assisted the Spanish Language Manager in designing and managing the programme (syllabus, material, timetable etc.)

**Address** Athens, Greece

30/09/2005 – CURRENT

**SPANISH TUTOR** SELF-EMPLOYED

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Private Classes:

- Prepare adults for the DELE and Greek State Language Exams for levels A1-B2

- Help trainees achieve a rate of over 80% of success
- In person and distance learning methodology
- Ad hoc programme design and implementation tailored to trainees capacity and requirements

**Address** Athens, Greece

31/08/2003 – 30/12/2003

**DATA ENTRY OPERATOR** MANAGING AUTHORITY - OPERATIONAL PROGRAMME  
«COMPETITIVENESS AND ENTREPRENEURSHIP» (OPCE II)

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- Economic data entry on various Access and Oracle - based databases (Integrated Informatics System of the Ministry of Development)
- Assisted in relevant administrative duties including preparation of monthly reports

09/08/2005 – 09/05/2006

**CALL CENTRE REPRESENTATIVE** HELLENIC TELECOMMUNICATIONS ORGANISATION

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- Attended customer enquiries regarding Broadband Connections
- Achieved all targets (customer satisfaction, sales, speed and accuracy)

**Address** Athens, Greece

## ● **EDUCATION AND TRAINING**

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30/09/2016 – 02/10/2021 Patras, Greece

**MASTER'S DEGREE, ADULT EDUCATION (M.ED.)** Hellenic Open University

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Thesis:

Comparative study of discourse analysis of policy texts for Lifelong Learning and Vocational Training: The European strategy, the national specialization and their ideological burdens

**Address** Patras, Greece | **Level in EQF** EQF level 7

30/09/2015 – 30/05/2017 Athens, Greece

**MASTER'S DEGREE, EDUCATION SCIENCES (M.ED.)** School of Pedagogical and Technological Education

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Thesis:

Ideological burden investigation in Social Sciences School Textbooks: The "Principles of Economic Theory" textbook

**Address** Athens, Greece | **Level in EQF** EQF level 7

30/09/2009 – 23/01/2013 Athens, Greece

**MASTER'S DEGREE, ECONOMIC AND REGIONAL DEVELOPMENT (M.SC.)** Panteion University of Social and Political Sciences

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Thesis:

Spatial pattern analysis of Public Health Expenditure in Greece using Geographical Information Systems (GIS)

**Address** Athens, Greece | **Level in EQF** EQF level 7

30/09/2000 – 29/09/2007 Athens, Greece

**BACHELOR'S DEGREE, BUSINESS ADMINISTRATION AND MANAGEMENT (BBA)** University of Piraeus

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**Address** Athens, Greece | **Level in EQF** EQF level 6

## ● **LANGUAGE SKILLS**

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Mother tongue(s): **GREEK**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C2	C2	C2	C2	C2
<b>SPANISH</b>	C2	C2	C2	C2	C2

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

## ● **DIGITAL SKILLS**

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Microsoft Office | Social Media | Presenting | Efficient multi-tasking | Research | Collaboration (Teams, Slack, Zoom, Webex, Miro u.a.) | Web Search | G-Suite Google (Google Classroom, Google Meet, Google Docs, Google Forms, etc.) | GIS software: ArcGIS, QGIS | Reliability | Team-work oriented | Critical thinking | Written and Verbal skills | Learning management systems - LMS

## ● **ADDITIONAL INFORMATION**

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### **ORGANISATIONAL SKILLS**

#### **Organisational skills**

- Enterpreneurial and leadership mindset
- Excellent time management skills, as evidenced by the balance of work experience and academic studies
- Team spirit and a high level of understanding of organizational culture, corporate ethics and administrative systems (information, payments, internal control)
- Ability to work in a goal oriented environment, handling multiple deliverables and ad hoc requests
- Efficient problem solving while maintaining workflow pace
- Initiative for resolving bottlenecks beyond regular duties
- Strong analytical thinking

### **COMMUNICATION AND INTERPERSONAL SKILLS**

#### **Communication and interpersonal skills**

- Excellent communication, teaching and presentation skills acquired through my diverse professional and academic background
- Ability to integrate, adapt and work efficiently in a team context
- Very strong written and verbal communication skills with the ability to summarize information in English, Spanish and Greek
- Facilitate stakeholder communication by mediating issues between Finance, Processes and IT Departments

### **JOB-RELATED SKILLS**

#### **Job-related skills**

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- Project management skills
- Advanced training and mentoring skills in various disciplines and education levels
- Advanced accounting and reporting skills
- Working knowledge of various software applications and databases (MS Access based accounting programs, Integrated Informatics Systems, and other Oracle-based ERP modules and cloud services)

### **PROJECTS**

31/01/2019 – CURRENT

**SMURBS / ERA-PLANET** SMURBS aspires to increase urban resilience targeting challenges with respect to air quality, urban growth, natural/manmade disasters and relevant impacts and more entangled issues such as the migrant crisis and the health implications of such environmental pressures. A variety of EO expertise brought in by the wide consortium, which is however currently fragmented, will address an equally expansive variety of cities with different problems by a horizontal refocusing of effort under the

smart city banner, to produce new data, information, tools and services, tailored to the needs of the citizens and decision makers, enabling informed decision making

**Link** [https://www.youtube.com/watch?v=0PiBzFk\\_49s](https://www.youtube.com/watch?v=0PiBzFk_49s)