

PERSONAL INFORMATION

Kyriakos Romios

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WORK EXPERIENCE

01/02/2019–Present

Research Fellow - Project Manager

National Observatory of Athens - Institute for Environmental Research and Sustainable Development, Athens (Greece)

- Plan, coordinate and execute assigned research projects
- 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
- Serve as liaison with internal departments and external entities
- Act as primary contact for stakeholder communications
- Address project issues and escalate complex issues accordingly
- Work with Research Director to prepare project plan, budget and schedules
- Contribute to strategic planning of the projects
- Assist in employee recruitment and termination activities
- Assist with preparation and submission of grants
- Maintain appropriate documents and reports

15/11/2013–03/01/2019

Project Accountant

Managing Authority - Operational Programme Competitiveness, Entrepreneurship and Innovation 2014-2020 under the Ministry of Economy and Development, Athens (Greece)

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

01/10/2005–Present

Spanish Tutor

Self-employed, Athens (Greece)

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

01/10/2009–30/06/2018

Economics Tutor

Self-employed, Athens (Greece)

Private classes:

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

01/06/2017–31/10/2017

Web Search Project Auditor

Appen, Remote

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)

15/11/2014–20/12/2014

Adult Education Trainer

Ministry of Education, General Secretariat of Lifelong Learning, Athens (Greece)

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

15/03/2007–15/09/2009

Consumer Credit & Mortgages Manager

National Bank of Greece, Athens (Greece)

- 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

01/09/2005–28/02/2007

Spanish Language Tutor

Grapsa Education, Athens (Greece)

- 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.)

10/08/2005–10/05/2006

Call Centre Representative

Hellenic Telecommunications Organisation, Athens (Greece)

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

01/09/2003–31/12/2003

Data Entry Operator

Managing Authority - Operational Programme «Competitiveness and Entrepreneurship» (OPCE II) under the Ministry of Development

- 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

EDUCATION AND TRAINING

01/10/2016–Present **Master’s Degree, Adult Education (M.Ed.)** EQF level 7

Hellenic Open University, Patras (Greece)

Expected graduation date:
September 2021

01/10/2015–31/05/2017 **Master’s Degree, Education Sciences (M.Ed.)** EQF level 7

School of Pedagogical and Technological Education, Athens (Greece)

Thesis:

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

01/10/2009–24/01/2013 **Master’s degree, Economic and Regional Development (M.Sc.)** EQF level 7

Panteion University of Social and Political Sciences, Athens (Greece)

Thesis:

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

01/10/2000–30/09/2007 **Bachelor’s Degree, Business Administration and Management (BBA)** EQF level 6

University of Piraeus, Athens (Greece)

PERSONAL SKILLS

Mother tongue(s) Greek

Foreign language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|--|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | C2 | C2 | C2 | C2 | C2 |
| Certificate of Proficiency in English (CPE), University of Cambridge | | | | | |
| Spanish | C2 | C2 | C2 | C2 | C2 |
| DIPLOMA DE ESPANOL COMO LENGUA EXTRANJERA (NIVEL SUPERIOR) | | | | | |

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, 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

Organisational / managerial 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

Job-related skills

- 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)

Digital skills

| SELF-ASSESSMENT | | | | |
|------------------------|-----------------|------------------|-----------------|-----------------|
| Information processing | Communication | Content creation | Safety | Problem-solving |
| Proficient user | Proficient user | Basic user | Proficient user | Proficient user |

Digital skills - Self-assessment grid

ICT Intermediate Certificate (acquisition date 22/12/2007)

- Experienced user of learning, accounting and banking applications with a high understanding of the architecture on which they are structured
- Experienced user of various ERP modules and cloud services
- Experienced user of Microsoft Windows operating systems, basic user of user-friendly Linux Distributions
- Advanced user of Text Processing, Spreadsheets and Presentation Software Packages, especially Microsoft Office Suite, as evidenced by the ICT Intermediate Certificate (acquisition date 22/12/2007) and as further enhanced by my work experience, various academic courses and my personal interest
- Working user of ArcGIS, a leading software package in Geographic Information Systems, as evidenced by my thesis in the Master of Science Program