



# Kyriakos Romios

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Viktoros Oygko 2, 14452, Athens - Metamorfosi, Greece

## ● WORK EXPERIENCE

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01/02/2019 – CURRENT

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

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- Link urban development and consequent urban pressures with an emphasis on environmental pressures and health impacts, based on geospatial and socio-economic factors - SMURBS/ERA-PLANET project.
- 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

Athens, Greece

01/06/2017 – 31/10/2017

**WEB SEARCH PROJECT AUDITOR** – APPEN

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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)

Remote

15/11/2014 – 20/12/2014

**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

Athens, Greece

15/11/2013 – 03/01/2019

**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

Athens, Greece

01/10/2009 – 30/06/2018

**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

Athens, Greece

15/03/2007 – 15/09/2009

**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

Athens, Greece

01/09/2005 – 28/02/2007

**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.)

Athens, Greece

01/10/2005 – 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

Athens, Greece

10/08/2005 – 10/05/2006

**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)

Athens, Greece

01/09/2003 – 31/12/2003

**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

## ● EDUCATION AND TRAINING

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01/10/2016 – 03/10/2021 – 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

EQF level 7

01/10/2015 – 31/05/2017 – 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

EQF level 7

01/10/2009 – 24/01/2013 – 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)

EQF level 7

01/10/2000 – 30/09/2007 – Athens, Greece

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

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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

## ● **ORGANISATIONAL SKILLS**

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### Organisational skills

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- Entrepreneurial 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**

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### Communication and interpersonal skills

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- 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**

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### 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)