

EVANGELIA MAKRIDAKI

EDUCATION

September 2002- June 2006

Athens University of Economics and Business

Bachelors of Science in Marketing and Communication

- Cumulative GPA 3 on a 4 scale
- Marketing GPA 3.3 on a 4 scale
- Communications GPA 3 on a 4 scale

August 2007- Present

Loyola University Chicago

Masters of Science Candidate in Integrated Marketing Communications

- Prevailing GPA 3.8 on a 4 scale

WORK EXPERIENCE

August 2008 –November 2008

Illinois Protection & Investigation, LLC

Director of Marketing and Communications

Graduate Student Intern

- Aligned marketing plan with strategic objectives
- Developed and published website content
- Sourced potential business partners within the security industry
- Organized and prepared communicational and promotional material
- Established and maintained Human Resources files
- Supported managing partner news releases and agenda

October 2005 –March 2007

Leader Methodical Network Productions

Event Manager

- Served as an Executive Member of the Educational Center and Career Conference Committee
- Coordinated conference exhibitions and various student festivals
- Organized registration of participants, prepared promotional material and supported sponsors for event planning

May 2005 – May 2006

Athens University of Business and Economics, Greece

Communications Representative

Department of International Relations – Student Intern

- Participated in newly established Erasmus Accommodation Team
- Arranged living accommodations for incoming European transfer students
- Communicated with participating universities and students in establishing educational curriculum
- Analyzed patterns of student interest level and country of origin cooperation with Greece
- Orchestrated incoming student itineraries while interfacing with apartment owners and residential patrons
- Provided psychological and logistical support during students' immersion period

July 2004 - August 2004

Aramark Dasko – Athens Olympic Games, Greece

Facilities Assistant

- Responsible for the athletes' catering service in the Olympic Village Restaurant
- Leader of one of the four Facility teams working in the Olympic residential site

June 2003 - August 2003

The Coloplast Group

Assistant to the Director of Sales

- Assisted the General Sales Manager in macromarket analysis and updated archive information
- Gathered and corroborated required medical certificate materials for clients' insurance discount purposes
- Contacted company clients to request missing documentation to satisfy medical treatment requirements
- Reconciled accounting statements through governmental and corporate agencies

AWARDS AND HONORS

- Degree of excellence awarded for exceptional ethos and performance in junior high school
- Degree of excellence awarded for receiving high marks in the university entrance exams from the mayor of Koridallos province
- Degree of excellence awarded by University of Piraeus and the State of Piraeus for eminent acceptance to a postsecondary educational institution

LANGUAGE SKILLS

- Native speaker of Greek
- Fluent speaker of English
- Fluent speaker of French

REFERENCES

- Available upon request