

Andria Papadopoulou

EDUCATION

- 2004** **High School diploma**
- Archangelos Lyceum “Apostolos Markos”** - Archangelos, Nicosia, Cyprus
Coursework in Business Administration and Accounting
- 2006** **Beauty Therapy Diploma**
- Susini Collage** – Nicosia Cyprus
- Coursework in Beauty Therapies, Massage, Makeup, Cosmetology etc.

PROFESSIONAL AFFILIATIONS

- 2006** **CIDESCO - Beauty Therapy Certification**
- 2008** **Sergio- Nail Technician Certification**
- 2016** **LCCI Accounting– Elementary certificate**
- 2018** **LCCI Accounting- Intermediate**

PROFESSIONAL EXPERIENCE

February 2010 to September 2019 **Medical Secretary - Nursing Director, American Medical Center, Nicosia, Cyprus**

- Schedule and confirm patient diagnostic appointments, surgeries and medical consultations.
- Compile and record medical charts, reports, and correspondence.
- Answer telephones, and direct calls to appropriate staff.
- Receive and route messages and documents such as laboratory results to appropriate staff.
- Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- Operate office equipment such as voice mail messaging systems, and use word processing, spreadsheet, and other software applications to prepare reports, invoices, financial statements, letters, case histories and medical records.
- Knowledge of SAP program for data entry.
- Transmit correspondence and medical records by mail, e-mail, or fax.

- Perform various clerical and administrative functions, such as ordering blood products and printed documentations.
- Arrange hospital admissions for patients.
- Prepare correspondence and assist physicians or medical scientists with preparation of reports.
- Make invoices for patients.
- Multitask in a fast pace environment and meet deadlines.

December 2008 to February 2010 **Beauty Consultant – Sales Manager, Interbeaute ltd**, Nicosia, Cyprus

- Informed clients (Beauty Therapists) about company's products and offers, over the phone and in person.
- Sale professional beauty therapies (facial-body), Beauty equipment and retail products to Beauty Therapists.
- Train Beauty Therapists for the use of equipment and therapies.
- Give tips how to sell company's products to their clients.
- Beauty Consultation to clients' salons.
- Dealing with invoices, stock taking, data entry.
- Deliver clients order.
- Lead sales calls with team members to establish sales and customer retention goals.
- Resolved customer complaints by exchanging merchandise, refunding money and adjusting bills.
- Maintained friendly and professional customer interactions.
- New customer acquisition.
- Applying treatments to customers.

- Make-up Artist within retail store.

July 2006 to December 2008 **Beauty Therapist Beauty, Therapist Soteroulas Beauty Salon**, Nicosia, Cyprus

- Coordinated and booked salon service appointments for clients.
- Checked clients in promptly for their appointments.
- Make-up Artist.
- Executed all daily opening and closing procedures.
- Facials – cleansing, massaging and toning the skin.
- Face consultation and treatment application.
- Applying and advising about make-up.
- Eyebrow shaping.
- Manicures, pedicures and other nail treatments like extensions and nail art.
- Removal of unwanted facial and body hair.
- Electro-therapy treatments to improve body tone and shape.
- Responded to customer inquiries in a friendly and professional manner.
- Suggested and sold salon services and retail products to customers.
- Worked a flexible schedule to accommodate salon needs.

- Greeting customers.
- Be involved in stock control.
- Assisting shoppers to find the goods and products they are looking for.
- Being responsible for processing cash and card payments.
- Giving advice and guidance on product selection to customers.
- Receiving and storing the delivery of stock.
- Balancing cash registers with receipts.

SUMMER JOBS

- Coffee shop assistant – waitress, Point cafe
- Shop assistant, U2 clothes shop
- Secretary - Receptionist, Neorama education

OTHER SKILLS

Computer Skills

- Microsoft Office Suite (Word, PowerPoint, Excel)
- Microsoft Outlook
- SAP

Language Skills

- Greek: Fluent oral and written
- English: Fluent oral and written