

CHRISTINA KOLITSA

+1(437)-970-6514 | kolitsa.christina@gmail.com | Toronto, ON
www.linkedin.com/in/christina-kolitsa-62541b153/

PROFESSIONAL SUMMARY

Experienced business administrator looking for exciting new opportunities in Toronto.

I'm a hard-working and driven professional with 8 years of valuable experience in the administrative assistance and self-employment in the e-commerce sector. Throughout my career, I skilled in office management, calendar coordination and financial reporting, ensuring smooth day-to-day operations. My proficiency in multitasking allows me to handle diverse responsibilities, maintaining productivity and minimizing interruptions. Also, my background in e-commerce has equipped me with valuable insights and expertise with product management, order processing and customer service.

Proficient in English and Greek, with strong communication skills both languages

SKILLS

- Office Administration
- Meeting Coordination
- Proficient in using CRM software
- Administrative Assistance
- Document Preparation
- Attention to Detail
- Skilled Multi-tasker
- Easy Adaptable
- Date Entry and Record-Keeping
- Event Planning
- Customer Service
- Microsoft Office Suite
- Expense Reports

EDUCATION

UNIVERSITY OF MACEDONIA AT THESSALONIKI, GREECE

Bachelor of Business
Administration and Management

HONORS AND AWARDS

- International Sales
- Certified Acrobatic Instructor
- Digital marketing & e-commerce executive
- Project management

WORK EXPERIENCE

E-COMMERCE MANAGER

Self-employed (2022 -Present)

- Created and optimized product listings while effectively managing inventory levels
- Specialized in navigating platforms such as Amazon, eBay and Etsy
- Created online marketing strategies and ability on search engine optimization (SEO) to identify trending products
- Tracked and analysed campaign performance using analytics tools
- Strong communications skills for providing excellent customer services

ASSISTANT TEACHER

Public Kindergarten, Szczecin Poland (Sep 2022- May 2023)

- Facilitated classroom activities
- Created educational workshops for kids
- Actively participated in extracurricular activities beyond the classroom setting
- Provided administrative support for events and daily operations
- Planned activities for kids to learn basic Greek

SENIOR ACCOUNTANT

Kolidas N. Ike, Thessaloniki, Greece (Jan 2021- Aug 2022)

- Proficient in utilizing CRM software and Tax Services
- Executed period and financial close activities with accuracy
- Prepared internal and external audit deliverables to ensure compliance
- Managed invoicing documents and generating detailed financial reports
- Provided assistance in payroll administration
- Expertise in handling VAT returns and physical inventory audits
- Skilled in managing social media platforms

IMPORT & EXPORT ASSISTANT

Amiridis-Savvidis SA Thessaloniki, Greece (Feb 2018- Dec 2020)

- Proficient in product research and meticulous data entry
- Skilled in utilizing CMR software
- Experted in the development processes for import and exports procedures
- Managed invoicing documents to ensure timely payment processing
- Adept collaborative working relationships with both internal teams and external partners

E-COMMERCE MANAGER

D. Gialamas & Co, Thessaloniki, Greece (Sep 2016 - Jan 2018)

- Proficient in Social Media Marketing and website management
- Experienced in managing social media channels and serving as an e-commerce manager
- Skilled in conducting research and proficient data entry for product cataloging
- Capable of providing support in payroll administration tasks
- Managed invoicing documents and generating detailed financial reports financial reporting