Dr. Nicole Xanthi Vartziotis

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PERSONAL STATEMENT

Extremely motivated to constantly develop my skills and grow academically and professionally. I am confident in my ability to come up with innovative ideas and solutions for any project and provide top organizing, communication, and leadership skills.

EDUCATION

Ph.D. Candidate in Information Management, AUEB

2016 -2023
Athens University of Economics and Business
https://www.aueb.gr/en/content/doctoral-programs

Ph.D. Thesis Topic: A Critical Evaluation of the Impact of Organizational Citizenship Behavior on Innovation and Idea Generation: A Study in the Automotive Industry in Germany

EXECUTIVE CERTIFICATE, MIT

2017 - 2018
MIT Sloan school of management
https://executive.mit.edu

Executive Certificate in Strategy and Innovation

SOCIAL MEDIA

EXPERIENCE

INTERNSHIPS AT COMPANIES   2006-2012

TWT GmbH Germany,
KriK Belarus,
KIT Germany,
NIKI M.E.P.E Greece

Responsibilities:
Development of industrial software, Web and Database applications, Visualization of simulation data, Human Resources presentations during career days, the organization of TWT forums in Virtual Engineering, Research support programs related, European Union Seventh Framework Program

Achievements:
Organization and management of Company exhibitions. Identified appropriate technical Equipment for Export. Popularisation of Software programming and manuals for the use of nonspecialized personnel.

ASSISTANT IN INFORMATION SYSTEMS MANAGEMENT BUSINESS INFORMATICS LABORATORY   2016-2021

Department of Business Administration, University of Economics and Business, Athens, Greece.

Responsibilities:
- Computing and Information Systems Elements
- Information systems
- Internet and Business Information Systems
- Business Reengineering Technology and Information Systems
- Decision Support Systems

MASTERS OF SIENCE

2015 - 2016
University of East London UEL,
MSc Organisational Psychology/
MSc Business Psychology
https://www.uel.ac.uk

Thesis Topic: Analysis of
knowledge-intensive companies
(spin-offs) and development of
strategic partnerships

MBA

2012 - 2014
Athens University of Economics
and Business,
Master of Business
Administration (MBA)
https://mba.aueb.gr/index.php/
program-gr/programstructure-
gr#

Thesis Topic: Employee selection
with the use of data mining

BACHELOR OF SIENCE

2009 - 2012
Karlsruhe Institute of Technology
(KIT),
Information engineering and
management
https://www.informatik.kit.edu/en
glish/889.php

Thesis Topic: Development of a
Systematic Catalogue of Key
Figures for the Evaluation of
Software Development Projects

SOCIAL MEDIA

Achievements:
Computing and Information Systems Elements: The
course introduces the Business Informatics course,
taught in Business Administration. It covers many
elementary but contemporary issues of business
informatics and its business applications through a
serious, scientific, and dynamic introduction based on
three axes:
a) Organization and Operation of Computational
Systems. b) Elements of Business Information Systems
and c) Support of modern administrative needs with IT
and Communications Technology. In summary, it
includes the following topics: 1) Elements of Business
Information Systems. 2) Introduction to Computing
Systems. 3) Evolution of the Material. 4) Elements of
architecture and organization of Computer Systems.
5) System and application software. 6) Files and
databases. 7) Operating Systems 8) Programming
Languages 9) Introduction to the processes of
collecting, processing, and managing business
information data. 10) Supporting modern
administrative needs with modern software tools.

Information systems: The course covers the most
critical issues of information systems concerning: a)
The search, collection, and exploitation of information
data through the CP, aiming at the information. b)
Modern information and communication technology
on which CP is based. c) The structure and format of
the databases. d) The evaluation of information
systems in relation to the management of information
needs.
In summary, the subject matter of the course includes
the following topics:

- Information and Information Data. Systems
  (Characteristics, Purpose, Performance,
  Subsystems, Environment, Systemic Method, Hard
  and Soft).
- Information Systems in Organizations and
  Enterprises (Production Systems, CAD-CAM-CIM),
  Personnel Management Systems (HRM),
  Information Systems in Marketing.
- Use. Software. Circle of life.
- Electronic Commerce (Internet and Business)
  markets. Electronic Entrepreneurship). Business IT
  (Intranets, Extrusions, Business Resource Planning
  Systems, Customer Relationship Management
  Systems -CRM).
- Development of CP (Information Data and Life
  Cycle, Systemic Method of Solving Problems, CP Life
  Cycle, Original Method, Programs, Outsourcing
  Information Systems).

Internet and Business Information Systems:
Introduction to e-commerce and e-business, Benefits
and problems of e-commerce, Current status of e-
business development, E-business strategy Develop
an e-business business plan, B2C and B2B
applications CRM systems, Internet technologies and
composition of electronic services, Personalization and
proposal systems, Website design, development and
evaluation, Programming web, Php, XML, HTML,
Javascripts, Case study, Group work.

PUPLICATIONS/CONFERENCES

EURAM   2020

20th European Academy of Management Online Conference
The Business of Now: The Future Starts Here

Session: Creativity Performance of Individuals and Teams (ST06_08)

PAPER TITEL:
An exploratory research on the role of organizational citizenship behavior in idea generation.

AOM   2022

82nd Annual Meeting of the Academy of Management
CREATING A BETTER WORLD TOGETHER

Session: Technological Change Track. Automotive Industry - Past and Future

PAPER TITEL:
Integrating the Technology Acceptance Model with Innovation Diffusion Theory: An Empirical Research

SOCIAL MEDIA

Business Reengineering Technology and Information Systems:

- Introduction and Strategic Planning of Information Systems
- Business Process Modeling - Jacobson - UML methodology
- Measuring Performance of Business Processes - Balance Scorecards
- Implementation of Multi-Critical Analysis and Fuzzy Logic in Modeling and Management Business Processes Culture change programs,
- Modeling and simulation of Business Processes with software tools,
- Case study

Decision Support Systems:

- Introduction to decision making
- Problem building and resolution
- Some problems are welcome and weak
- Decision support system architecture
- Group decision systems and distributed
- Case study and benefits of using decision support systems
- Cognitive psychology and decision-making
- Rationalization and Prejudice and Crisis in Decision Making
- Architecture of experienced systems, knowledge representation, and export machines conclusions
- Multi-Critical Analysis, Data Mining Technologies
- Fuzzy logic and applications
- Applications in decision making with SPSS, MATLAB, ExpertChoice, and Microsoft Excel.

RESEARCH ASSISTANT IN INFORMATION SYSTEMS MANAGEMENT BUSINESS INFORMATICS LABORATORY   2016-2021

Department of Business Administration, University of Economics and Business, Athens, Greece.

Responsibilities:

- Performing software analysis.
- Researching and implementing ways that technology and network-based systems can increase company organization and productivity.
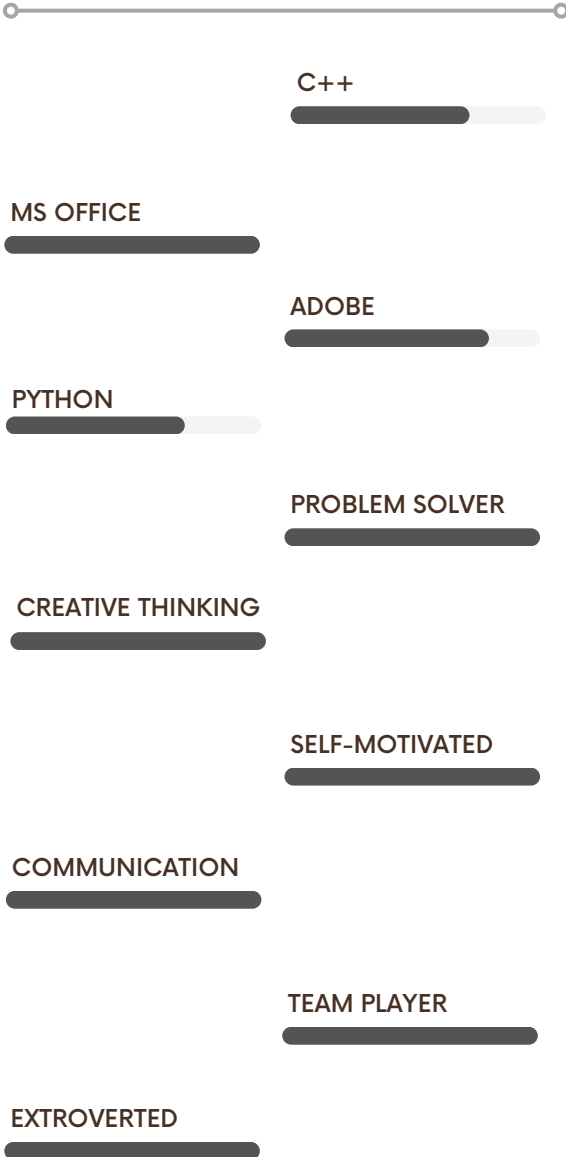- Top-level planning and coordination in several areas

Achievements:
Performing software analysis:

- Techniques include dataflow analysis, constraint-based analysis, type systems, model checking, and symbolic execution.

Researching and implementing ways that technology and network-based systems can increase company organization and productivity:

- Finding the tools that automate business processes
- Adding apps that provide a way to digitize any manual processes
- Determining business requirements for information systems

C++

MS OFFICE

ADOBE

PYTHON

PROBLEM SOLVER

CREATIVE THINKING

SELF-MOTIVATED

COMMUNICATION

TEAM PLAYER

EXTROVERTED

SOCIAL MEDIA

- Being the "communication bridge" between business needs and technology: understand how to figure out how things work, solve problems, find items, communicate findings, etc.

Top-level planning and coordination:

- Hardware and software installation and upgrades
- Implementation and programming of computer networks and software
- Development of private intranet and public Internet sites
- Personnel equipment requirements
- Digital security

BSTUDIO FASHION COMPANY WWW. BSTUDIO.GR   Since 2016

Responsibilities:

- Digital Marketing (SEM, Social Media Marketing, Email Marketing, SEO on-page/ off-page, content)
- Data Analysis - compiled and organized databases (cost, quotations, subcontractors)
- Project Management - successfully dealt with subcontractors, schedules, payments, and budgets.
- Cost analysis - compiled, cleared, and organized data; created reports and dashboards.
- Time Management - effectively managed subcontractors; met strict deadlines.
- Intercultural communication.
- Computerized information systems.

Achievements:

- Digital Marketing

Designed and developed a blog driving traffic to the company's website; its promotion through SEM, SEO, Social Media, and Email Marketing procedures increased yearly contracts.

- Data Analysis

Organizing quarterly projection data for executive management. Interpreting data and compiling it in an organized manner.

- Project Management

Managed the design engineering work of multi-disciplinary programs (i.e., ICT. Empowered and inspired the project team in strategic Business Development projects.

- Cost analysis

Designing a new accountability system for entering purchase orders. Partnered with banking professionals, tax experts, and other financial personnel to further enhance financial resources.

- Time Management

Analyzing workload, assigning priorities, and maintaining focus on productive endeavors. Eliminating distractions.

SKILLS

MADLAP

DEAL WITH COMPLEX PROBLEMS

HTML

XML

XSL

SPSS

WEKA

SQL

ABILITY TO ANALYZE

GOOGLE ADS

DATA MINING TECHNOLOGIES

SOCIAL MEDIA

- **Intercultural communication**
Leadership in Intercultural Business Contexts, Transforming Intercultural Conflicts, Training

- **Computerized information systems**
Computerized information systems to support fashion business operations and recent developments in social media, mobile commerce models, radio frequency identification (RFID) technologies, and Enterprise Resource Planning (ERP) systems.

ASSISTANT ACCOUNTANT IN THE ACCOUNTING OFFICE EPIXEIREIN – LOUMIS GIANNIS   2006-2012

Responsibilities:
Supporting the finance department, accountant, and management team by completing routine clerical and accounting tasks. For example, preparing budgets, maintaining reports, and completing basic bookkeeping and accounting duties for the company.

Achievements:
- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Completing purchase orders
- Managing payroll
- Completing financial reports regularly and providing information to the finance team
- Assisting with budgets
- Completing bank reconciliations
- Entering financial information into appropriate software programs
- Managing company ledgers
- Processing business expenses
- Coordinating internal and external audits
- Verifying balances in account books and rectifying discrepancies
- Verifying bank deposits
- Managing day-to-day transactions
- Recording office expenditures and ensuring these expenses are within the set budget.
- Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements
- Posting daily receipts
- Preparing annual budgets
- Completing the year-end analysis
- Reporting on debtors and creditors
- Handling accruals and prepayments
- Managing monthly budgeting tasks
- Encoding accounting entries for data processing
- Sorting financial documents and posting them to the proper accounts
- Reviewing computer reports for accuracy and meticulously tracing errors back to their source
- Resolving errors in financial statements and correcting faulty reporting methods

SKILLS

GOOGLE ANALYTICS

WORDPRESS

EXPERTCHOICE

WIXX

VERSATILE

JAVA

MULTITASKING

TIME MANAGEMENT

MET STRICT DEADLINES

INTELLECTUALLY CURIOUS

PASCAL

SOCIAL MEDIA

COGNIZANT TECHNOLOGY SOLUTIONS IRELAND LTD 2019-2021

LARGE CUSTOMERS Account Manager

Responsibilities:
- Implement optimization solutions: build campaigns for high value advertising customers.
- Create Keywords packs, bids, and budget suggestions. Gather and analyze data at the account level and campaign level.
- Create reports to support or aid the optimization strategies.
- Use optimization techniques and work on optimization aligned to customers' goals across Search and Google.
- Search Network (GSN), Mobile, and YouTube.
- Identify available opportunities in an account to help sales teams seize opportunities and drive conversations with agencies and clients.
- Maintain a thorough understanding of departmental processes and policies.
- Provide excellent customer service to Account Leads.
- Demonstrate innovation and intuition in identifying areas requiring operational adaptation or improvement.

Achievements:
- Helped customers envision, build and run more innovative and efficient businesses
- Leveraged software to automate repetitive CRM tasks
- Worked with cross-functional teams to improve customer satisfaction
- Increased customer retention
- Boosted customer satisfaction ratings

TWT- GMBH SIENCE & INNOVATION Since 2021

Head of the International Partner Representative

Responsibilities:
- Provide campaign coordination for partnership programs through liaison with internal units.
- Coordinate the production and delivery of presentations and collateral.
- Coordinate and liaise with event stakeholders in the development of International event packaging programs.
- Coordinate the reporting and tracking of partner results.
- Research, analyze, evaluate and report on partnership activities to identify successes and opportunities for enhancements to programs and relationships.
- Analyze, evaluate and report on partnership marketing budgets against expenditure to ensure activities meet specified objectives within budget parameters.

SKILLS

ASSEMBLER

FLEXIBILITY

EMOTIONAL
INTELLIGENCE

RESPONSIBILITY

NEGOTIATION

ACTIVE LISTENING

LEADERSHIP

INTEGRITY

ADAPTABILITY

ATTENTION TO DETAIL

SOCIAL MEDIA

- Develop and maintain professional working relationships with internal and external partners.
- Regularly check and update the CRM system with relevant contacts.
- Represent the company at industry and partners meetings and forums as requested.
- Contribute to the company's strategic, operational and budgetary planning and management process to achieve corporate and strategic objectives.
- Develop and contribute to succinct, timely, informative, and accurate briefings, papers, and corporate reporting requirements.
- Be proactive in suggesting areas for improvement in internal processes along with possible solutions.
- Foster a collaborative team spirit focused on service delivery to internal and external clients.
- Promote teamwork and achievement of common purpose by encouraging all colleagues to share information and ideas.

Achievements:

- Campaign development and implementation milestones are met.
- Approvals are obtained within timeframes to meet campaign deliverables.
- Key markets and distribution channels for events with international appeal are identified, and assistance is provided to develop packaging with partners.
- Post campaign analysis templates are completed for each campaign undertaken and evaluated against objectives and investment.
- Briefings, papers, and correspondence is produced accurately and delivered to the deadline.
- Ensure high-quality representation to internal and external stakeholders – reflecting the integrity of a high-performance organization.
- Industry engagement and involvement as well as industry satisfaction.
- Positive relationships with internal and external stakeholders are maintained, and partner satisfaction.
- All issues regarding the partnership programs' internal and external processes and daily duties are raised, resolved promptly, and documented as required.
- Level of internal and external partner satisfaction.
- Gather and share market intelligence and proactively participate in the company's activities as required.
- Collaboratively share information and ideas.