

MARIA LOGARIASTAKI

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Studies

Private School DP STUDIES - "IT Application Specialist", *700 hours / 1996-1997*

Graduate of the 1st General Lyceum of Heraklion

Foreign Languages

English

Other skills

Excellent computer skills (MS Office, Qxpress Mac programs, Photoshop, InDesign)

Photosynthesis - Pagination of forms

Office organization and administrative support

Financial and accounting support

Professional experience

University of Crete - Museum of Natural History of Crete / July 2018 - June 2021

Administrative and Secretarial Project Support / Implementation of information and communication actions of the project "Information actions on environmental crime, environmental responsibility and biodiversity protection in protected areas of the NATURA 2000 network in Crete".

University of Crete - Museum of Natural History of Crete / December 2017 - May 2018

Secretarial, Administrative and Financial Project Management project support / Information - public awareness actions, communication and publicity of the project (Communication officer) "Creation of volunteer care and first aid infrastructure for wildlife in Crete and Athens"

1st General High School of Heraklion "KAPETANAKIO" / January 2014 - June 2014

Janitor at the 1st General High School of Heraklion (employment contract through OAED and the Municipality of Heraklion)

Newspaper "TOLMH " / September 2004 - July 2011

Photosynthesis - Pagination, text typing, journalistic coverage, editing and publishing of cultural and medical issues

"POLITIA" newspaper / January 2002 - September 2004

Photosynthesis - Pagination, text typing, journalistic coverage, editing and publishing of cultural and medical issues, accounting

Notary office of Mr. Eleni Lassithiotaki / May 1998 - December 2001

Secretarial Support, typewriting, accounting, tax documents, "arrangement" of documents in public services, Mortgage Office, Magistrates' Court, Courts, Tax Office