

PERSONAL
INFORMATION



Mousouri Konstantina

☎ +30 2810393631

✉ sales@nhmc.uoc.gr
konsmous@gmail.com

Date of Birth 06/12/1988

WORK EXPERIENCE

March 2010 – today

Natural History Museum of Crete (NHMC)

1. Account Manager
 - Check Accounting Books
 - Payments – Deposits
2. Sales Manager NHMC Shop
 - Customer Service
 - Commodity Orders
 - Supplier Payments
 - Inventory
3. Responsible Press Office
 - Press Release
 - Website Update
 - Social Media Update
4. Guided Tours
 - German
 - Greek
5. Performer Educational Programs Προγραμμάτων

EDUCATION AND
TRAINING

October 2014 – June 2016

**Public Institute of Vocational Training Heraklion –
Assistant for computerized accounting and tax agency**

- ✓ General Accounting
- ✓ Company Accounting
- ✓ Cost Accounting
- ✓ Principal of Civil Law
- ✓ Implementation of the current tax, labor & insurance legislation
- ✓ Use of accounting programs for the registration & classification of financial transactions
- ✓ Use of Eurofasma Program

PERSONAL SKILLS

Languages German (Excellent Knowledge)

- Diplom: Kleines Deutsches Sprachdiplom, Goethe Institut
- Adequacy of Teaching for Foreign Language Teaching

English (Level B1)

Computer Skills

- Excellent Use of Accounting Programs
- Excellent Knowledge of Microsoft Office
- Use of Social Networks (Use for Business)

Driving License

Category B

ADDITIONAL INFORMATION

Seminars
Conferences
Workshops

- Seminar: "Marketing / Sales" Heraklion Chamber Technical Schools (September & October 2021)
- Seminar: "Entrepreneurship and Innovation in Education" (5 November 2019)
- Regional Hubs, Transforming Future Museums, British Council: "Financing and Development of Financial Resources" (8-10 December 2017)
- Seminar: "How to create your lesson, on the Moodle platform" (26 June 2017)
- Conference: NATURA 2000 Network "Ally or enemy of social welfare?" (24 June 2017)
- Experiential Seminar & Informative Seminar: "The educational paths of NHMC for the 2nd and 3rd Primary School" (3 November 2015)
- Conference: Social Entrepreneurship and Innovative Ideas "Together We Operate Socially"(27&28 November 2014)
- Pilot Laboratory "Creation of an Educational Path" (3 December 2012)