

Ioanna Chatzimpanti

Corporate Organization Executive | Tender Management

Greece | Languages: English, German

Professional Profile

Graduate of the Department of Communication & Media Studies at Panteion University, with extensive professional experience in positions of responsibility across imports-exports, corporate organization, and administrative support. She has worked in both Greek and international companies, with a strong focus on strategic communication, coordination, and operational organization. Since 2020, she has been working at DROMEAS S.A., where she served as Executive Secretary and currently holds responsibility for the management of and participation in tender procedures.

Professional Experience

DROMEAS S.A.

Executive Secretary | Tender Management & Participation 2020 - Present

- Has been working at DROMEAS S.A. since 2020.
- Served as Executive Secretary, supporting corporate organization and communication.
- Currently responsible for managing the company's participation in tender procedures.

TOP LINE COSMETICS Ltd. - Thessaloniki

Imports / Exports Manager December 2007 - December 2017

- Managed import and export procedures.
- Handled commercial correspondence and communication with suppliers.
- Monitored inventory and invoicing processes.
- Provided customer service and information support.

BOSCH REXROTH - Athens

Personal Assistant to the Managing Director October 2002 - June 2005

- Organized and coordinated the Managing Director's daily schedule.
- Organized and prepared meetings.
- Handled day-to-day administrative and organizational duties.

PELSTER ANSTRICHE GmbH - Spata

Personal Assistant | Site Manager Interpreter March 1998 - September 2001

- Worked for Pelster Anstriche GmbH, a Hochtief subcontractor at Athens International Airport Eleftherios Venizelos.
- Supported the handling of company matters through translation and interpreting.
- Participated in Site & Progress Meetings and Quality Control procedures.

Education

Degree in Communication & Media Studies

Panteion University of Athens, Department of Communication & Media Studies

Professional & Technical Skills

- Tender Management
- Imports & Exports
- Corporate Organization & Administrative Support
- Strategic Communication & Commercial Correspondence
- Supplier & Customer Communication
- Invoicing & Inventory Monitoring
- Translation & Interpreting
- Communication, teamwork, adaptability & rational problem-solving