

Sophia Faye Ntemsia

Petrou Zisi 14-16, 15238, Chalandri

T.: 697 4431 084 | E. faih.demsia@gmail.com

LinkedIn: <https://www.linkedin.com/in/sophia-faye-demsia-755637168/>

EDUCATION

PhD candidate

06/2019 – present

University of West Attica – School of Biomedical Science

Thesis title: "Association between psychometric features, genetic variant polymorphism, eating attitudes and academic performance"

MSc

2006-2009

National and Kapodistrian University of Athens – School of Health Sciences

Field of study: Health Promotion and Education

Degree awarded: Excellent

BSc

2001 – 2005

National and Kapodistrian University of Athens – School of Theology

Field of study: Social Theology and the study of Religion

Degree awarded: Very Good

General Certificate of Secondary Education

2001 – 2005

Arsakeio Private School

Degree awarded: Very Good

LANGUAGES

English: Proficiency of Cambridge

French: Diplôme d'études en langue française DELF 1me Degré [Unités: A1, A2, A3, A4]

IT SKILLS

Microsoft Office Specialist – Official Certification Master & Expert [PowerPoint, Outlook, Word, Excel]

IBM SPSS Statistics software

Document management software: POPYRUS, IRIDA

PROFESSIONAL EXPERIENCE

Account Manager

CHOOSE Strategic Communications Partner, S.A., 09/2019-today

Main duties: project management • event planning • media strategy • lead point of contact for customer account management matters • negotiating contracts and closing agreements • ensuring the timely and successful delivery of tasks according to customer needs and objectives • interacting and coordinating with staff members of Graphic design & IT departments working on the same account • monitoring team's performance and workflow • meeting time deadlines for accounts.

Personal Assistant

Cabinet to the Hellenic Minister of the Interior, **Ministry of Interior**, 08/2018 – 08/2019

Main duties: member of the local and legislative elections organising committee for 2019 • assisting the work flow and monitoring deadlines • maintaining office coordination • coordinating and participating in the screening and evaluation process of hiring • inputting and maintaining accurate and updated personnel employment records • planning meetings and events for the Minister and the Head of Office • organising and coordinating daily calendars • participating in meetings and debriefing • organising and maintaining the office filing system.

Executive Assistant

Cabinet to the Alternate Minister of Economy and Development and the Secretary General for Public Investments & PA, **Ministry of Economy and Development**, 06/2017 – 08/2018

Main duties: development and implementation of a work timeline for the associates • preparing executive responses to routine memos, letters and correspondence • planning meetings/events and business trips • organising and participating in the screening and evaluation process of hiring • handling administrative tasks and communication.

Head of Research Department

Social and Advisory Department of **University of West Attica**, 10/2010 – 07/2018

Main duties: designing and managing research projects (statistical surveys) • undertaking activities related to budget and funding (submission of progress reports, controlling budgets, financial statements, etc) • training and managing undergraduate students involved in the study • collecting, analysing and interpreting qualitative and/or quantitative data • dissemination of the results in congresses and scientific journals • offering research-based briefings and advice • ensuring the highest levels of quality, integrity and ethics in all research undertaken • planning and developing health promotion workshops according to the key findings of the surveys.

Project Manager

Social and Advisory Department of **University of West Attica**, 10/2006 – 07/2010

Main duties: coordinating and implementing health education and wellness programs • planning and organising trainings/seminars and conferences for students and faculty members • managing and training participants in the volunteer projects • participating in the hiring procedure (inspecting of all documentary evidence, screening resumes and shortlisting candidates) • Organising and implementing workshops.

Instructor & Project Manager

REPLAYCE - Alternative Education system, 02/2012 – 07/2016

Main duties: organisation and implementation of company events and trainings (team building) • planning and coordinating educational trainings for the employees • researching and developing education programs and training techniques • implementing holistic training of children and adults (body, mind and emotion) • forming and maintain partnerships with parents of the students.

Workshop Lecturer/Instructor

Committee of Energy Work Constructors for the municipality of Lavreotiki, *12/2005 - 6/2006*

Main duties: Organising and implementing workshops for the following topics: Stress and Anxiety management, Nutrition and Exercise, Personal Growth and Self Esteem • researching on interactive teaching methods • planning, developing and presenting the workshop presentations • utilizing effective presentation skills and group facilitation strategies.

Researcher (Volunteer experience)

Non- Profit Organization «Pistepse to», *09/2015 -05/2016*

Main duties: planning and implementation of statistical survey • planning and coordinating support program for children with cancer • formulation and design for sponsorship proposals.

Administrative Assistant

Diplomatic Academy of Hellenic **Ministry of Foreign Affairs**, *11/2014 – 04/2015*

Main duties: planning meetings/events and making travel arrangements for the Greek Ambassador • preparing reports, filing and organising documents • screening and handling all incoming and outgoing mail/ calls/ emails.

RESEARCH EXPERIENCE

- Head of seven (**8**) Social Science Researches in the fields of Psychology, Public Health and Sociology.
- Twenty-one (**21**) **presentations** of research information at Academic Conferences on fields such as Social Psychology, Social Discriminations and Addictions.
- Author of six (**6**) journal research paper **publications**.

ADDITIONAL SKILLS

- Participate in the planning and organizing committees for five (5) Health kai Social related Conferences
- Seminar and training attendance to almost over 40 Health and Social related topics
- Six-month workshop on Self-Awareness and Personal Growth
- Training program/seminar on “Basic Life Support Using BLS / AED Automatic Defibrillator” – Approved by the European Resuscitation Council (ERC) and the National Committee for Cardiopulmonary Resuscitation (EEKAN)