



**Evgenia
Lagoudakou**
Operator

e.lagoudakou@hotmail.com

+306975598606

Athens, Greece

linkedin.com/in/evgenia-lagoudakou-
a7bb8110a

Seeks to obtain a permanent career that provides challenging assignments and growth opportunities that will motivate to contribute to the productivity of the company and further develop skills.

WORK EXPERIENCE

Crew Operator Pavimar Shipping

05/2023 - Present

Athens, Greece

Responsibilities

- Day to day communication with captains, seafarers, operations managers ,manning and port agents.
- Ensuring proper planning, selection and retention of crew
- Calculating, analyzing and handling proforma and final disbursements
- Reviewing and approving invoices and payment requests to ensure they are within legal guidelines

Crew Operator Technomar Shipping Inc

05/2021 - 05/2023

Athens, Greece

Responsibilities

- Conducting initial screening of applicants and managing the onboarding of new employees
- Assisting in performance reviews, salary negotiations and bonuses
- Acquire Proforma Disbursement Account (PDA) from agents and follow the process until the Final Disbursement Account (FDA) is completed
- Monitoring data and documents of offshore crew and communicating with port agents across Asia and USA

Public Relations Officer Go Blue

09/2018 - 05/2021

Athens,Greece

Responsibilities

Achievements/Tasks

- Organizing and attending promotional events such as press conferences and open days
- Plan and schedule meetings and events
- Carry out clerical duties, including answering phones and preparing documents
- Establishing and maintaining relationships with consumer, community, employee, and public interest groups.

SKILLS

Communication Teamwork Conflict Resolution

Excel Budget Analysis Project Management

Flexibility Strategic planning MS Office Suite

Strong organizational skills ERP software

Performance Management Software

Time management Fast/Adaptive Learning

EDUCATION

MSc in Innovation & Entrepreneurship, University of Aegean, Greece (2018 - 2019)

BSc in Political Science and International Relations, University of Peloponnese, Greece (2013 - 2017)

CERTIFICATES

Certificate of Proficiency in English (C2)

University of Michigan

European Computer Driving Licence (ECDL)

ECDL Foundation

ISM Code Basic

RINA

STCW '78 & 2010 Manila Amendments

RINA

ORGANIZATIONS

Member of Greek Marketing Institute

Member of Greek Technology and Human Resources Institute

Member of AISEC Organization - Development

Member of Association and Friendship among Nations

LANGUAGES

English ● ● ● ● ●

Greek ● ● ● ● ●