

Angeliki Kouri

Project Manager

Junior Project Manager with experience in both IT and insurance sectors. Skilled in project coordination, quality management documentation, and client communication. Currently expanding technical expertise through computer science studies.



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📍 Tripolis, Greece

EDUCATION

Master of Science (MSc) in Computer Science

University of Peloponnese

10/2024 - Present

Tripolis

Department of Chemistry

National and Kapodistrian University of Athens

09/2016 - 06/2022

Athens

WORK EXPERIENCE

Project manager

Indot company

12/2024 - Present

Tripolis

IT company

Duties

- Coordinate and manage IT projects from planning to delivery
- Communicate with clients and partners regarding project requirements and progress
- Track project timelines, tasks, and deliverables
- Prepare and maintain basic project documentation
- Support quality and process compliance

Junior Project Manager

Papapetrou Insurance

01/2022 - 12/2022

Tripolis

Duties

- Supported senior project managers with scheduling and reporting
- Communicated with clients and internal teams
- Maintained project documentation and records
- Helped monitor project progress and deadlines

SKILLS

Organizational skills

Teamwork

Communication skills

Problem-solving

CERTIFICATES

Microsoft office suite

Microsoft Word, Excel, PowerPoint

Google Project Management

Foundations of Project Management, Project Initiation: Starting a Successful Project, Project Planning: Putting It All Together, Project Execution: Running the Project, Agile Project Management Capstone: Applying Project Management in the Real World

Agile with Atlassian Jira

ISO 9001 Foundations Course, Lead Implementer Course, Internal Auditor Course

LANGUAGES

English

Full Professional Proficiency

Greek

Native or Bilingual Proficiency