**ANDRIANA**

A professional within the education and immigration field also a graduate in Social Sciences well equipped with organisational, time management and research skills. My main goal is to achieve building a successful career within the education sector that consists of delivering a high standard counselling service, satisfaction of clients and building a reputation that people can trust and choose.

**EMPLOYMENT**

 **2014-2016 Immigration Officer at LHR London**

* Assesing arriving passengers according to the Immigration Rules
* Conducting interviews to establish legitimacy of passengers
* Liaising with stakeolders including Police and Social Services

 **2013-2016**

 **Freelance Education Consultant**

* Support and guide students with UCAS application
* Help direct students with choice of course and career progression
* Giving information about accomodation, lifestyle and requirements for the country of destination
* Offering efficient and consistent communication in person, via phone, email and skype
* Keeping up to date with changes and news in the education industry via training and research

 **2007-2012**

 **(Contract) Travel Adviser at Exclusive Travel**

* Cooperating with Tour Operators
* Market Research
* Customer Service
* Assisting with telephone and email enquiries
* Administration and booking

**Education**

**2012-2013**  **MA in Global Criminology at Utrecht University**

**2011 TEFL Course**

 **(Teaching English as a Foreign Language)**

*Included:* Structures of English Grammar, Meeting the class, Lesson Preparation, Feedback on classroom homework

**2008-2011: BA in Criminology and Psychology at Southampton Solent University**

**2004-2007: 3rd General High School - Greece**

Apolytirion (Equivalent to English A levels)

**Hobbies**

* Yoga, Pilates, Tennis, Travelling, Sailing

**ADDITIONAL INFO**

* Languages: Fluent English

 Fluent Greek

* Full, clean UK driving licence
* Excellent computer skills (MS Office, Internet, SPSS)

**Job Seeker First Name / CV No: 1715940**

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