

## Curriculum Vitae

### Personal information

Surname(s) / First name(s)

**ELENI V. GKOGKA**

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### BASIC AND SUPERIOR EDUCATION

- 5th General Lyceum of Ioannina, General Certificate of Secondary Education: 1996
- International and European Studies, Panteion University of Athens (1996-2001)  
Certificate of International and European Studies (Very Good 6, 74/100)

### FOREIGN LANGUAGES

- English (Proficiency in English, University of Cambridge), 2001
- Italian (Certificate of two-year follow-up) - Kapodistrian University of Athens

### OTHER SKILLS

- European Computer Driving License (ECDL), (2002)
- Operating Singular software - control 4: Office Management, (2005)
- VELLUM Degree – Computer Driving License - Cambridge University (2008)

### ADDITIONAL EDUCATION -TRAINING

- 250 hours seminar on "Economy - Business Administration". (Organized by KEEENAP - Ministry of National Education) (2006-2007).
- 250 hours seminar on "Information and Communication Technologies". (KEEENAP Organization - Ministry of National Education) (2007-2008).
- 250 hours seminar on "Culture, Tourism, Regional Development". (KEEENAP Organization - Ministry of National Education) (2008-2009).
- Participation in the 7th EU RTD Framework Program (2007-2013): Programs / Research Areas, Means of Implementation and Supporting Actions ". March 2007.
- Seminar: Research, Submitting and Managing European Programs. October 2008.
- Workshop for the presentation of open calls for EU FP7 and specific programs. December 2008.

## WORK EXPERIENCE

- 30 January 2003 to 29 October 2003  
Citizen Service Center, Ioannina - Municipality of Agios Dimitrios, Civil Affairs Management
- April 2003 to October 2003  
Insurance Company Alico AIG Life, Ioannina  
Two-month training and then four months as an Insurance Advisor
- 1 October 2004 to 31 December 2006  
Michailidio Cardiology Center, University of Ioannina  
Coordination of research experimental programs - Secretarial and Administrative Support
- 01 March 2005 to 30 November 2005  
Private operator - Business, Ioannina  
Office Management, Sales Assistant, Product Promotion, Personnel Manager, Ad Manager, Reporting.
- October 2004 to March 2016  
University of Ioannina, School of Medicine, Division of Cardiology  
Research Coordinator

From 2004 I worked as a Research Coordinator for Dr. Theofilos Kolettis' team, Professor in Cardiology. I was responsible of organizing the Research as a whole:

- The experiments (schedule, care of laboratory consumables, getting all the required experiments permissions)
- Secretarial support (electronic files and databases)

I was also a study coordinator in research and clinical trials funded by: the Industry (1) and Hellenic Cardiology Society (5).

## Additional information

In addition to all the above, my cooperation with Professor Kolettis, gave me the opportunity of gaining remarkable experience in the fields of preparation and submission of European and Greek research protocols for funding (more than 25 proposals were submitted).

All the research protocols that I was coordinating have been published in peer reviewed journals (International and Greek).