

Naomi Tsirambidis

Phone: (407) 591-7363

Email: naomitsirambidis.2@gmail.com

Objective

Utilize my diverse skills and Business Administration degree to excel in roles across graphic design, business, marketing, and sales, contributing to organizational growth and success.

Ability Summary

Versatile professional with a Business Administration degree and proficiency in graphic design, business, marketing, and sales. Proven track record of delivering results and driving success in various capacities. Strong communication, problem-solving, and project management abilities. Committed to leveraging expertise to make impactful contributions in any role undertaken.

Hard Skills

- Proficient in Microsoft Office suite, including Word, Excel, PowerPoint, and social media platforms, e.g., Twitter, Facebook, Tumblr, Instagram, Pinterest, TikTok
- Strong analytical and problem-solving skills developed through coursework and academic projects.
- Project Management: Experience in planning, organizing, and executing projects, gained through coursework in project management during academic studies.
- Ability to Manage Multiple Projects
- Knowledge of and Passion for the Technology Industry, Sales, and Marketing
- Knowledgeable in Coding Languages Java, JavaScript, and Python
- Skilled in Adobe Creative Suite

Soft Skills

- Excellent communication skills: Ability to convey ideas clearly and effectively, both verbally and in writing.
- Strong interpersonal skills: Capable of building positive relationships with colleagues, clients, and stakeholders.
- Teamwork: Collaborative approach to working with others towards common goals, contributing ideas and supporting team members.
- Problem-solving: Aptitude for identifying issues, analyzing situations, and generating effective solutions.
- Time management: Ability to prioritize tasks, meet deadlines, and efficiently utilize time to achieve objectives.
- Adaptability: Flexibility to adjust to changing priorities, environments, and circumstances.
- Attention to detail: Commitment to accuracy and thoroughness in tasks, ensuring quality outcomes.
- Leadership: Capacity to inspire and motivate others, take initiative, and lead by example.
- Emotional intelligence: Awareness of own emotions and those of others, and ability to manage interpersonal interactions effectively.
- Resilience: Ability to bounce back from setbacks, remain positive in challenging situations, and maintain productivity.

Employment History

01/2023 - Current **Graphic Designer**
Freelance, Satellite Beach, FL

- **Diverse Project Portfolio:** Completed freelance projects encompassing logo design, branding, marketing collateral, social media transformations, and digital illustrations.
- **Independent Work Ethic:** Demonstrated capability to work autonomously,

efficiently managing multiple projects and meeting stringent deadlines without compromising quality.

- **Client Relationship Management:** Proficiently handled client communication, project timelines, and deliverables, fostering strong rapport and ensuring utmost customer satisfaction.

03/2021 - 05/2023 **Hair Stylist**
Prive, Winter Park, FL

- **Cutting & Styling:** Expertise in diverse cutting techniques and styling for various occasions.
- **Coloring & Treatment:** Proficiency in coloring, highlighting, and performing hair treatments.
- **Product Knowledge:** Familiarity with a wide range of hair care products for personalized recommendations.
- **Consultation Skills:** Strong communication to understand client needs and offer tailored advice.
- **Time Management:** Efficient scheduling and workflow management for timely service.
- **Trend Awareness:** Keeping up with the latest trends and translating them into wearable styles.
- **Hygiene Standards:** Maintaining cleanliness and following sanitation protocols.
- **Client Relationships:** Building rapport to enhance customer loyalty and satisfaction.
- **Problem Solving:** Addressing hair-related issues creatively and finding solutions.

11/2019 - 05/2021 **Optometric Technician**
Family Vision Center, Satellite Beach, FL

- Conducted pre-testing procedures, including visual acuity, retinal imaging, and tonometry.
- Assisted optometrists with exams and medical history documentation.
- Managed patient scheduling, phone calls, and insurance coordination.
- Educated patients on eye care practices, contact lens handling, and eyewear selection.
- Documented patient information accurately in electronic medical records systems.
- Coordinated insurance verification and billing processes.
- Maintained inventory and performed equipment maintenance.
- ExamWriter, Office Mate, Scheduler, ABB Verify, Demand Force, MMD, Spectera, EyeMed, VSP

02/2018 - 05/2021 **Server**
Oudom Thai & Sushi, Deland, FL

- Attentive patron service.
- Product knowledge & recommendations.
- Accurate cash handling.
- Collaborated for cleanliness & safety.

Education

Buissness

Bachelor's Degree

University of Central Florida, FL

Computer Science

Associate's Degree

Daytona State College, FL