

## Curriculum Vitae

### Sotiria Ntinou

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#### Profile

Aspiring Data Scientist, confident and self-motivated professional with a strong foundation in statistical analysis and a proven track record of success in various roles. Goal-oriented and driven, seeking opportunities to further develop my skills in Data Science and contribute to the field with innovative solutions.

#### Skills

Machine Learning | scikit-learn, Python (Programming Language)

Data Visualization | Tableau

Data Analysis | R (Programming Language), Excel, MySQL

Portfolio: [www.ntinoudata.com](http://www.ntinoudata.com)

#### Education

Athens University of Economics & Business  
**E learning program - Advanced Data Analysis with R** Athens, Greece  
2017 – 2018

Athens University of Economics & Business  
**Postgraduate Certification in Applied Statistics** Athens, Greece  
2001 – 2003

University of Piraeus  
**Bachelor in Statistics & Science of Insurance** Greece  
1994 – 2000

#### Employment

*Youth and Lifelong Learning Foundation* Athens, Greece  
*Ministry of Education, Research and Religious Affairs* 2015 - 2017

##### Board Advisor

- Consulting services to the CEO for the design and development of overall strategy and organizational transformation.

*FNZ | IPSI (Third Party Services to the Life Assurance Industry)* Dublin, Ireland  
**Administrator / Customer Operations Department** 2012 – 2014

- *Prepared payments for Corporate Services Department*
- *Maintained the procured contracts (New business, Redemptions, Top Ups)*
- *Administered workflow processes and procedures*
- *Communicated effectively with multiple departments to plan meetings and provide solutions for clients*
- *Created and modified documents using a range of software, including Microsoft Office*
- *Internal audit*
- *Anti-money laundering investigation (Build a customer profile- using AML documents- in combination with customer transactional data and escalate for review)*

Newsphone Hellas SA – AKEP SA

Athens, Greece

**Business Sales Assistant / Telemarketing Department**

2010 – 2012

- *Initiated and closed sales process for business advertising*
- *Renewed contracts with clients*
- *Expanded customer base*
- *Matched client's needs with the right solutions*
- *Managed payment's arrangements*
- *Ranked in the top 20% of the best workers for sales and collection results*

KPMG

Athens, Greece

**Senior Auditor**

2005 – 2009

- *Prepared plans and strategy documents for audit engagements*
- *Set budgets for assignments and ensured they were adhered to*
- *Managed teams of up to 4 people to ensure audit activities were carried out in a timely and efficient manner*
- *Investigated and resolved audit issues, Applied compliance regulations*
- *Drafted reports to company's management identifying weaknesses in the company's systems and controls and made recommendations for their improvement*
- *Applied Accounting Standards, IFRS, GREEK GAAP during audit process*
- *Audited Companies: Aspis Mutual Funds, HSBC Mutual Funds, OTE (Hellenic Telecommunications)*

Otenet – Ote (Hellenic Telecommunications)

Athens, Greece

**Statistician in Customer Care Services**

2002 – 2004

- *Elaborated data from incoming calls (after-sales services)*
- *Statistical analysis for incoming calls data*
- *Regression analysis for incoming calls and sales department data*
- *Monthly estimation for incoming calls-regression analysis (MS Office-Excel)*

National Statistical Service of Greece

Athens, Greece

**Statistician**

2000 – 2001

- *Data cleaning and wrangling*
- *Descriptive statistical analysis*
- *Participated in Census 2001*

**Additional Information**

<b>Languages:</b>	Greek	Native
	English	Fluent
	Spanish	Fluent