

# ANGELIKI ARGYRAKOS

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## PROFILE

Highly motivated, self-starter with an ability to multitask, work in a high stress environment and work with strict deadlines. Effectively manages projects and events using strong organizational, interpersonal and leadership skills. Creative problem solver and fast learner.

## EXPERIENCE

### **Angeliki.ca/Freelance Worker** — *Content Creator / Freelance*

2010 - PRESENT

- Social media management, videography, photography, media coaching
- Administrative tasks such as client communications, budgeting & scheduling
- Maintaining client relationships

### **West Island College, Montreal** — *Media & Educational Technology Specialist*

September 2017 - PRESENT

- Responsible for creating instructional material for staff and students and training staff members on new communication processes and change management
- Communicating, coaching, and guiding staff through instructional change processes
- Managing member of the Innovation Hub committee for the college
  - Managing budgets, scheduling, roles and responsibilities, retrospective meetings, scrums, kanban boards, etc.

### **Bell Canada** — *Instructional Designer (Master's internship)*

June 2017 - September 2017

- Responsible for the creation of a training program, used for newly hired staff members
  - Course architecture, design and evaluation

### **Artizan Fashion** — *Manager in the department of Multimedia & Marketing & Contractual Content Creator*

2014-2018 - PRESENT

- Responsible for designing, scheduling and creating social media content
- Producing videos, photos and ads for social media and The Shopping Channel
- Organization of internal communication strategies and data organization

### **Talent Nation** — *Coordinator & Event Manager*

2014 - 2016

- Responsible for coordinating 4 live music events per year
  - Coordinating and booking photographers, videographers, hairdressers, makeup artists and event venues

- Communicating with key stakeholders and client management

## **Camp DLC** — *Camp Director*

August 2013 - August 2017

- Responsible for overseeing the development of fundraising strategies, coordinating camper registration and parent communication, managing the design of activities for children ages 6 to 16, running risk assessments, coordinating medical dossiers for 200 campers and caring for a staff of 20 volunteers.

## EDUCATION

### **Google Project Management: Professional Certificate** — *Certification*

Received: March 2023, Virtual

### **Concordia University** — *Masters of Educational Technology*

January 2018, Montreal

- Report Topic: Adult education and designing learning experiences for different learner groups

### **Concordia University** — *Bachelors of Communication Studies*

January 2014, Montreal

- Specialization in Video Production
- Producer for The Odds are Against us; 27 minute documentary for Canal Savoir
- Teaching Assistant for Introduction to Video Production

### **Dawson College** — *DEC of Cinema, Video & Communication*

September 2007 - August 2010, Montreal

## COMPETENCIES

- Asana
- Crowdshare
- Mac OS
- Slack
- Microsoft Office
- Final Cut Pro, Adobe Creative Suite
- Articulate
- Articulate Rise
- Captivate
- Google Suite
- Padlet
- MailChimp
- GoDaddy
- Wix
- Squarespace
- Online course design