

IOANNA GALANAKI

VIRTUAL ASSISTANT



ABOUT ME

Optimistic, light-hearted,
willing to assist & patient.
Honest, diligent & hardworking.
Consistent, very well organised &
proactive.
Constantly evolving, investing in
learning new things &
enriching my skills.

CONTACT ME

Poseidonos, Violi, Charaki
74100 Rethymno, Crete

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contactmrsvirtual@gmail.com

6972377218
(Viber / Whatsapp / Telegram)

SOCIAL MEDIA ACCOUNTS



Ioanna Galanaki



@ioanna.galanaki.92
@galanakivirtualassistant
@planbmom



@ioannagalanaki
@mrs.virtual.by.ioanna.galanaki
@free.moms.by.ioanna.galanaki



@i.galanaki



Free Moms Ioanna Galanaki



@igalanaki8140



@i.galanaki



@i.galanaki

WORK BACKGROUND

Owner of "Free Moms"

Online Business
Internet Marketing, Traditional Marketing, Sales, Human Resources
Management || 2018 - today

Factory static guarding

Creta Farm & Lidl Hellas, Rethymno, Crete || 2020 - today

Factory static guarding

Brinks Hellas S.A. Energon, Rethymno, Crete || 2019 - 2020

Front Office

Galeana Beach Hotel, Rethymno, Crete || 2017 - 2019

Owner of a Private Company Postal Services ELTA PORTA-PORTA

Ioanna Galanaki - General Tourism Office | 2010 - 2017

IDA TRAVEL S.A. Tourism Agency

Family Business, Rethymno, Crete || 1997 - 2010

Galeana Beach Hotel, Galeana A.E.

Practical Training on each hotel department, Rethymno, Crete || 1994 - 1995

EDUCATIONAL BACKGROUND

ANNA CHATZIDAKI.COM - Virtual Assistant

"Become a professional VA and get your first ideal client"

12-week educational program

Security Diploma

Private Surveillance || 2019

Certificated by "National Organisation for Certification of Qualifications &
Vocational Guidance"

Dolmetscher Institut München, Munich, Germany

Institute of Translators || 1993 - 1996

German language studies

Steigenberger Hotelberufsfachschule Bad Reichenhall, Germany

Hotel Business School - 1996 - 1997

OTHER SKILLS

Car & Motorcycle License.

Good computer knowledge, MS-office, Internet, Windows environment.
Microsoft Office, Galileo, Air Ticketing, Fidelio, Panasoft,
Travel Force, Forthcrs, Bts., fast learning programs.

Seminars and conferences in the field of Internet Marketing, Affiliate Marketing
and Social media, as well as for personal development and self-improvement.

English language & German language skills at an advanced level.