






## PERSONAL INFORMATION

## Naja Vrettakou



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 njv441@gmail.com

Sex Female | Date of birth 25/07/1967 | Nationality Greek

## PREFERRED JOB

## Communication, Public &amp; International Relations Expert

## EDUCATION AND TRAINING

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- |                       |  |                                  |
|-----------------------|--|----------------------------------|
| 15/10/1985–30/06/1989 | <b>Bachelor's Degree</b><br>National Kapodistrian University of Athens, Athens (Greece)<br>Archeology and History of Art   | University Diploma               |
| 15/10/2005–31/10/2008 | <b>Master of Arts</b><br>Panteion University, Athens (Greece)<br>Cultural Policy, Cultural Management and Communication  | Post graduate<br>Master's Degree |
| 02/12/2002–30/11/2004 | <b>Pre-initial Training Certificate</b><br>National School of Public Administration (National Centre of Public Administration), Tavros (Greece)<br>Regional Administration & Management  |                                  |
| 14/04/2011–16/04/2011 | <b>Training Certificate</b><br>Insitute of Training (National Centre for Public Administration & Local Government) cooperating with the Prime Minister's Cabinet, Tavros (Greece)<br>Building the effective working team   |                                  |
| 15/03/2010–19/03/2010 | <b>Training Certificate</b><br>Institute of Training (National Centre for Public Administration & Local Government) cooperating with EIPA (European Insitute of Public Administration), Tavros (Greece)<br>European Social Fund resources put to good use for the reinforcement of the Public Administration, the social partners and the SMEs |                                  |
| 02/06/2008–06/06/2008 | <b>Training Certificate</b><br>Insitute of Training (National Centre for Public Administration & Local Government) cooperating with EIPA (European Insitute of Public Administration)<br>PO Box 1229, 6201 BE Maastricht (The Netherlands)<br>The programming of the structural funds 2007-2013  |                                  |
| 01/10/2007–05/10/2007 | <b>Training Certificate</b><br>Institute of Training (National Centre for Public Administration & Local Government) cooperating with EIPA (European Insitute of Public Administration)<br>PO Box 1229, 6201 BE Maastricht (The Netherlands)  |                                  |

New Trends of the European Governance

14/01/2014–16/01/2014 **Reducing Administrative Burden through the Informal Preventive Approach at a local level**  
PBLQ, The Hague (Netherlands)

**WORK EXPERIENCE**

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27/09/2019–Present **Communication Advisor**  
Secretary General for Greeks Abroad / Ministry of Foreign Affairs, Athtens (Greece)

01/10/2010–26/09/2019 **Head of Communication, International & Public Relations Independent Dpt referring directly to the President**  
National Centre for Public Administration & Local Government (EKDDA), Tavros (Greece)  
[www.ekdd.gr](http://www.ekdd.gr)

Planning & Coordination of the International & Public Relations.Preparation of MoUs and Contracts with foreign & domestic counterparts and PA agencies/Ministries.Promotion of activities to the MM.

**Business or sector** Public Administration

10/09/2007–01/10/2010 **Head of the Co-Financed Programmes Dpt./Directorate of Planning and Development**

National Centre of Public Administration & Local Government, Tavros (Greece)

Preparation, Coordination & Management of the Technical Reports/Semestrial/Menstrual Reports that correspond to our entity's Operational Programme

**Business or sector** Public Administration

06/06/2006–30/09/2007 **Head of the Administrative Support Dpt./Institute of Training**

National Centre for Public Administration and Local Government, Tavros (Greece)

Coordination and Control of all the administrative procedures concerning PA executives' training all over Greece

**Business or sector** Public Administration

02/12/2004–05/06/2006 **Training Organiser**

National Centre for Public Administration & Local Government, Tavros (Greece)

Preparation, coordination and closure of all administrative details concerning PA executives' trainings in the field of Cultural Management all over Greece

**Business or sector** Public Administration

02/12/2002–02/11/2004 **Student/Probationary Civil Servant**

National School of Public Administration/National Centre of Public Administration & Local Government, Tavros (Greece)

Paid Student/Trainee in the Field of Regional Administration

**Business or sector** Public Administration

**PERSONAL SKILLS**

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Mother tongue(s) Greek

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Proficiency - Cambridge, Proficiency - Oxford					
French	C1	C2	B2	B2	B2
Certificat - B2					
Italian	C1	C1	C1	C1	C1
Superiore - Dante Aligheri (Firenze)					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
 Common European Framework of Reference for Languages

Driving licence B