



Europass Curriculum Vitae

Personal information



First name(s) / Surname(s) **VASILIS KILIARIS**

Address Vasileos Georgiou 12, 54640, Thessaloniki, Greece
Avenue Louis Bertrand 127, 1030, Schaarbeek, Brussels, Belgium

Telephone(s) Mobile 0030 6937 750 333 /
0032 487 246 308

E-mail(s) vkiliaris@gmail.com

Nationality Cypriot

Date of birth 28/08/1978

Gender Male

Desired employment / Occupational field

Work experience

Dates 01/03/2009 - 31/07/2009

Occupation or position held Finance Management / Trainee

Main activities and responsibilities Policy development-Follow up of humanitarian aid policy:
Rationale of the questions regarding the procedures of the financial capacity assessment of new candidates NGOs;
Analysis and development of the financial framework for humanitarian aid operations:
Assessment of D-G ECHO NGOs candidates;
Administrative and Logistical Support.

Name and address of employer EUROPEAN COMMISSION, Directorate-General for Humanitarian Aid (ECHO)
Rue D'Arlon 88, 1040 Brussels (Belgium)

Type of business or sector International Organization / European Public Administration

Dates 08/02/2005 - 02/01/2009

Occupation or position held Department of Loan Products, Division of Small and Medium-sized Enterprises and Consumers
(Consumer Assets/Consumer Banking) Regional Administration of Northern Greece, Thessaloniki,
Greece.(Ermou 35, 546 24, Thessaloniki, Greece) / Bank clerk

Main activities and responsibilities Sales & Marketing:
Increase of the turnover of banking products such as business loans, accrual accounts, overdrafts and
long-term deposits;
Salary scheme agreements: Negotiating with Public Services and Private Enterprises of the
framework of their payroll schemes and indicating their benefits if the payroll is carried out through the
Bank of Cyprus network.

Name and address of employer BANK OF CYPRUS LTD
Leoforos Alexandras 170, 115 21 Athens (Greece)

Type of business or sector Banking

Dates 01 August 2004 - 30 September 2004
Occupation or position held Volunteer
Main activities and responsibilities Spectator Services; Domain Technician; Emergency Response Team.
Name and address of employer Organization Committee of the Olympic Games (OCOG)
Athens (Greece)
Type of business or sector Olympic and Paralympic Games

Dates 01/2004 - 05/2004
Occupation or position held Insurance and Financial Advisor
Main activities and responsibilities Sales of insurance products.
Financial advisor.
Name and address of employer ASPIS PRONOIA
Kifisias 25, 62151 Athens (Greece)
Type of business or sector Insurance and Finance

Dates 06/2003 - 09/2003
Occupation or position held Accounting & Sales employee
Main activities and responsibilities Sales of wholesale trade products;
Books accounting-keeping.
Name and address of employer Michalakis Kiliaris & Sons Ltd.
P.O.B. 23839, 1686 Nicosia (Cyprus)
Type of business or sector Wholesale trade

Dates 07/1996 - 09/1998
Occupation or position held Second Lieutenant
Main activities and responsibilities Platoon leader and Communications Officer
Name and address of employer Cyprus National Guard
Type of business or sector Infantry

Education and training

Dates 01/10/2007 - 28/02/2009
Title of qualification awarded MA (Metapychiako) in International Studies [On going studies (Thesis Writing)]
Principal subjects / occupational skills covered International Relations Theory, International Relations of the Developing World, Crisis Management and Negotiations, Economic Theory, International Economic Relations, Global Economic System and the EU, Economic & Political Integration, Comparative Politics, Statistics, Globalization and Nation-State, International Organizations Theory, International Law
Name and type of organisation providing education and training UNIVERSITY OF MACEDONIA, Economic and Social Sciences (Faculty of International and European Studies)

Egnatia 156, POB 1591, 54006 Thessaloniki (Greece)
Level in national or international classification Higher Education (ISCED 5)- Post-Graduate Program of Studies

Dates 12/2004 - 03/2005
Title of qualification awarded Certificate in Logistics
Principal subjects / occupational skills covered Logistics;
Accounting software system /
Occupational technology and techniques (basic principles, hygiene and safety).

Name and type of organisation providing education and training MAKINE (Center of Vocational Training)
Aisopou 24 and Promitheos, 54627 Thessaloniki (Greece)

Level in national or international classification Certificate of Vocational Training

Dates 01/10/2002 - 31/01/2003
 Title of qualification awarded Certificate of Studies (Socrates-Erasmus program)
 Principal subjects / occupational skills covered Understanding East-Central European Countries and the European Union; Strategic Marketing.
 Name and type of organisation providing education and training BUDAPEST BUSINESS SCHOOL (Faculty of International Management and Business)
 Diósy Lajos u. 22-24, 1165 Budapest (Hungary)
 Level in national or international classification Higher Education (ISCED 5) - Exchange Programme / Study Abroad Semester

Dates 10/1998 - 09/2003
 Title of qualification awarded BSc (Ptychio) in Economics
 Principal subjects / occupational skills covered Economic Theory, Business Economics, Management, Finance, Accounting, Marketing, Auditing.
 Name and type of organisation providing education and training ARISTOTLE UNIVERSITY OF THESSALONIKI (Faculty of Law, Economics and Political sciences, Department of Economics)
 Egnatia, 54124 Thessaloniki (Greece)
 Level in national or international classification Higher Education (ISCED 5)

Personal skills and competences

Mother tongue(s) **Greek**

Other language(s)

Self-assessment
 European level (*)

English

French

German

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
A1	Basic User	A1	Basic User	-	-	-	-	-	-
A1	Basic User	A1	Basic User	-	-	-	-	-	-

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences Very Good ability on interacting with people in a multinational and culturally-diverse working environment acquired through the study experience abroad (Erasmus), the volunteer experience during the Olympic Games (Athens 2004) and the traineeship experience in the European Commission (D-G ECHO);
 Good communication skills acquired through my experience as sales assistant at the Bank of Cyprus;

Organisational skills and competences Very good organizational skills in managing several projects simultaneously and in prioritising tasks and work acquired through the traineeship experience in the EC;
 Very good ability of coordination and administration of people acquired through the completion of 2 years of military service in Cyprus National Guard with the grade of second lieutenant;
 Good assessment skills of the financial capabilities of NGOs acquired through the traineeship experience in the EC;
 Good experience in project and team management acquired through my membership experience at the students council of Aristotle University;
 Organisational and communicational skills acquired through my position as the Treasurer of the Greek Association of Political Science Students (GAPSS) and member of the Executive Committee of the International Association for Political Science Students (IAPSS);
 Experience in logistics acquired through vocational training;

Technical skills and competences	Basic knowledge of Accounting/Finance software applications (Capital™) acquired through training; Editorial skills acquired through voluntary activities in a student's team where we published a "Guide of Master Degree Studies in Greece and abroad";
Computer skills and competences	Very Good command of Microsoft Windows XP™ and Vista™ and of Microsoft Office™ tools (Word™, Excel™, Internet Explorer™ and PowerPoint™) acquired through training, work and seminars; Good command of warehouse and product management (Logistics) acquired through vocational training; Basic knowledge of graphic design applications (Corel Draw™, PhotoShop™) acquired through training;
Artistic skills and competences	Reading and Writing (voluntary or leisure activities); Music (seminars). Grade 8 in piano and Grade 5 in music theory Certificates of the Associated Board of the Royal Schools of Music (ABRSM);
Other skills and competences	Diving's (training). Scuba Diver Certificate of the National Association of Underwater Instructors (NAUI); Certificate in first aid (seminars); Basketball, Football, Volleyball, Tennis and Running (leisure activities); Karate do / Shotokan trainings (leisure activities); Membership in the Solidarity sub-committee during the Traineeship in the EC with fund raising and awareness enhancing responsibilities; Member of the Economic Chamber of Greece.
Driving licence(s)	A1, A, B
Additional information	Using the professional experience along with the academic knowledge I have acquired I am strongly motivated to work for the European Union Institutions. I feel confident to say that the traineeship experience on Humanitarian Aid issues at the Financial Support to Operations Unit of DG ECHO can be proved useful if you consider that I am eligible to cover this Administrator-level position. Political and Economic decisions go in parallel. The Economic, the Political and the International Relations studies I have attended can support both scientific disciplines. Furthermore, the work experience in the Bank of Cyprus in the Sales and Marketing department and in DG ECHO in the Finance Management Unit can meet up any financial and economic experience preconditions. Moreover my involvement in the University Students Association and the IAPSS NGO, thus organizing events and keeping communication with different stakeholders in academia, can meet up any specific requirements for this vacancy. Hence, the overall acquired knowledge on financial issues, project and team management and communication procedures from my previous experiences in DG ECHO, the Bank of Cyprus and the Academia environment, can add the extra value needed for working in one of the EU Institutions. To conclude with, the curriculum of my studies together with the cumulative work environment know-how I have acquired gives to me the strong background needed in order to face this challenge.
Annexes	Available upon request: 1. Proof of identity : Identity card and Passport 2. Degree in Economic Science Department, Aristotle University of Thessaloniki 3. Certificate of attendance & Table of Grades, Economic Science Department, Aristotle University of Thessaloniki 4. Certificate of Studies, Erasmus, Budapest Business School 5. Proof of Language knowledge declared (TOEFL) 6. Certificate of attendance in Vocational Training Program, Logistics MAK.IN.E. 7. Certificate of Studies, Post-Graduate program of Studies in International Studies of the Department of International and European Studies, University of Macedonia, Thessaloniki, Greece 8. References

EUROPEAN LANGUAGE LEVELS - SELF ASSESSMENT GRID

		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
S P E A K I N G	Spoken interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
W R I T I N G	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.