



HELEN JANE LYMPERAKIS

Administration Supervisor

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British/Cypriot

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I'm a highly focused employee with 18 years of experience in the aviation industry. As an organised and dedicated member of a team I have a proven record of managing assigned workloads in an efficient and effective manner and by meeting deadlines. Im also adaptable and motivated to succeed and contribute to my companies success, whilst offering keen attention to detail and strong decision making skills to manage multiple concurrent tasks.

SKILLS

- Licensing documentation preparation for various EASA states
- Interlocutor and assessor for ICAO
- Excellent leadership and teamwork.
- Advanced communication skills.
- Effective time management.
- Filing and data archiving.
- Petty cash oversight.

LANGUAGES

- English — Native
- Greek — Advanced

EXPERIENCE

Administration manager

Jul 2006 — Mar 2024

Egnatia aviation | Kavala Greece

- Dedicated licensing and administration officer with of experience in providing support to my company and vendors.
- Enforced compliance and administration documentation establish quality standards.
- Liaised with various departments, staff and institutions regarding operations and information involving the company.
- Maintained team compliance with internal policies and industry regulations.
- Organised and dedicated member of a team with a proven track record of providing exceptional customer service.
- Experienced in managing assigned caseloads in an efficient and effective manner, while utilising exceptional time management skills to successfully complete tasks.
- Offering keen attention to detail and strong decision making skills to manage multiple concurrent tasks.
- Answered phone calls, replied to inquiries and responded to emails using professional communication skills.

Interlocutor & Examiner

Feb 2009 — Jan 2020

Mayflower college | Plymouth - United Kingdom

I worked as a remote Interlocutor and examiner for the ICAO English Language proficiency testing system for Mayflower, testing cadets at Egnatia aviation

Interlocutor

Jul 2021 — Present

Central tourist | Hungary

I'm still currently working with CTK, working remotley testing cadets at Egnatia aviation

EDUCATION

Aviation English

Mayflower college

GCSEs

Rosette High school

Stylist

Sep 1992 — Jul 1996

Bradford College | Bradford United Kingdom