

CV

Surname : **Kremydi**
First name : **Zoe**
Date & Place of birth : **22/02/78, Athens**
Nationality : **Greek**
Marital status : **Single**
Address : **172 Kifissias Ave, 151 24 Maroussi, - Athens, Greece**
Tel : **210 8064085**
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EDUCATION

- 1999 – 2001** **University of Wales Cardiff**
MSc in International Transport (Full-time).
Subjects: International Transport Policy, Marine Technology & Marine Safety, E-Commerce and Information Technology, Law of Carriage of Goods by Sea.
Dissertation: “The development of Fast Cargo Ships: Comparison of Short – Sea Shipping with other Means of Transport”.
- 1996 – 1999** **University of Plymouth**
BSc (Hons) in Maritime Business and Maritime Law (Full-time).
Subjects: Manpower Studies and Accounting, Business Organisations and Marketing, Maritime Commercial Practice, Shipping Economics and Environment, International Law of the Sea, International Trade, Shipping Operations, Economic Policy and Planning, Strategic Finance Forecasting and Information Systems, Port Management Policy and Planning, Management Accounting, Shipping Policy and Markets, Strategic Planning, Marine Insurance, Law of Carriage Goods by Sea, Admiralty Law.
Project: “The Development of the Law dealing with ‘Latent Defect’ in Marine Insurance”. Grade achieved 2:2
- 1995 – 1996** **M.I.S. English Academy Foundation Course**
Foundation Course in Business Studies (Full-time).
Subjects: Economics, Accounting, Mathematics, Statistics, English Language, Computers. Final Mark Awarded: 75.1%.
- 1989 – 1995** **Anavrita High School, Athens (Kifissia)**

SKILLS

- Languages**
Greek: Fluent
English: Fluent
Italian: Beginners

- Computing

Strong knowledge in Computing experienced in Windows XP Pro / Vista / Windows 7

Excellent knowledge of Windows 95, 98, NT and 2000 Pro.

Technically proficient in MS Word, Excel, PowerPoint, Access and SPSS.

INTERESTS

- Ice skating
- Water ski
- Martial arts
- Modern dance

WORKING EXPERIENCE

February 2003 – September 2011

ALMI MARINE MANAGEMENT S.A.

Positions Held



- Secretariat

February 2003 – September 2003



- Legal Department as Secretary

September 2003 – February 2005

Main responsibilities: Handling claims, Vessels' Insurance Certificates,
Communication with vessels, P&I clubs,
Charter Parties review, LOIs



- Operations/Chartering Department as Assistant

February 2005 – September 2011

Main responsibilities: Day to day post fixture operations, Bunker
planning, Agents appointment, Communication
with vessels, P&I clubs, Charter Parties review,
BOL, LOIs, Freight Collection, DAs follow-up,
Responsible for the issuance of all vessels'
certificates