

# Ioanna Kalomalou

Project Manager | Product Owner |  
Business Analyst | Embracing Agile |  
Scrum Enthusiast | UI/UX Designer

## CONTACT ME

☎ +30 698 77 97 557

✉ jolenekalom@gmail.com

in <https://www.linkedin.com/in/ioanna-kalomalou/>

📍 Athens , Greece

## EDUCATION

Organization and Management of Hotel  
and Tourist Units

**National & Kapodistrian University of  
Athens**

Nov. 2020- Jan 2022

Department of Digital Systems

**University of Peloponnese**

Sep 2007

High School

**4th High School of Keratsini, Athens,  
Greece**

Jun. 2007

## SKILLS

- Project Management
- Scrum
- Graphic Design Software
- Agile Methodologies

## LANGUAGES

- Greek : Native or bilingual proficiency
- English : Full professional proficiency

## ABOUT ME

Passionate about driving project success and continually seeking ways to enhance efficiency and team performance. With over 7 years of experience, I have successfully led diverse teams and managed complex projects from inception to completion. My expertise encompasses project planning, risk management, and stakeholder communication, with a proven track record of delivering projects on time and within budget. Adept at thriving in high-pressure environments, I strongly focus on customer satisfaction and operational efficiency. Quick to learn new technologies and a dedicated advocate of Scrum methodologies.

## WORK EXPERIENCE

### Accountant Assistant

Sept.2011 - Oct. 2015

I ACCOUNTING TAX OFFICE -MANIATIS COMPANY I

- Engaged with clients to gather financial data, address tax-related inquiries, and ensure timely updates to tax filings.
- Utilized accounting and tax software to efficiently manage and maintain client accounts.

### Project Manager

May 2016 - Nov. 2020

I TREKKING HELLAS I

- Designed and managed comprehensive activity programs for children, ensuring engaging and safe experiences.
- Led the planning and execution of summer camp programs for children, overseeing all activities, staff assignments, and daily operations.

### Project Manager

Jan.2021 -Aug. 2023

I CIVIL ENGINEERING OFFICE N. STATHOULOPOULOS I

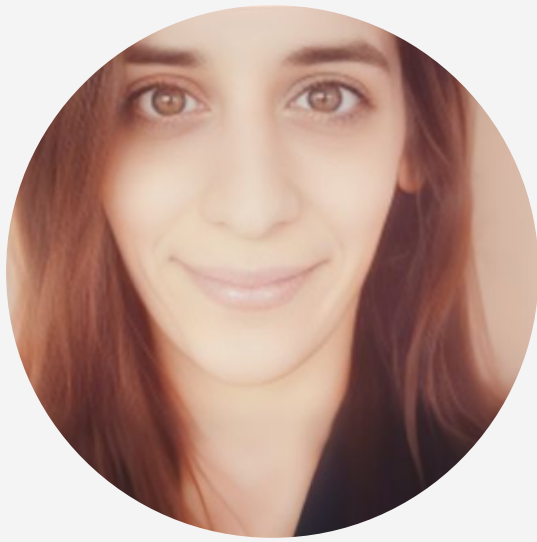
- Oversaw ESPA projects, ensuring strict adherence to regulatory requirements and timelines.
- Coordinated with engineers, architects, and contractors to ensure project specifications and deadlines were met.
- Engaged with clients to gather requirements and provide regular updates on project progress.
- UI/UX Design

### Project Manager

Sep.2023 - Present

I ARCHITECTURAL OFFICE THANASIS KALOMALOS I

- Managed ESPA projects, ensuring full compliance with regulations and adherence to timelines.
- Liaised with clients to gather requirements and regularly update them on project progress.



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## Adobe Illustrator CC - Essentials Training Course

Jyl. 2024 - Present

Udemy • Skills : Adobe Illustrator CC in practically to graphic design, logo design, and more

## Complete Web & Mobile Designer: UI/UX, Figma, +more

May 2024 - Jun. 2024

Udemy • Skills: Figma (Software) • Application Design • Visual Design • User Interface Design

## Jira for Beginners - Detailed Course to Get Started in Jira

Mar. 2024

Udemy • Skills: Jira • Scrum • Agile Methodologies

## Learn JIRA with real-world examples (+Confluence bonus)

Mar. 2024

Udemy • Skills: Jira • Scrum • Agile Methodologies • Confluence

## Product Owner Certification & Exam Prep + Scrum Master & AI

Mar. 2024- Apr. 2024

Udemy • Skills: Product Owner • Scrum • Agile Project Management

## Digital Marketing

Apr. 2021

CollegeLink • Skills: Digital Marketing • Project Management

## Basic Principles of Digital Marketing

Apr. 2021

Google Digital Academy • Skills: Digital Marketing • Project Management • Business Analysis • E-Commerce

## Accounting and Tax Operations

University of Piraeus • Skills: Accounting • Tax Sales • Personal Income Tax Returns • Tax Preparation

Nov. 2015- May 2016

## PERSONAL PROJECTS

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### Climada Project

Ongoing

Web design • Tools : Figma (Software)

### Ex- Libris Project | [www.exlibris-zevgoli.gr](http://www.exlibris-zevgoli.gr) |

Jun. 2024 - Aug. 2024

Web design • Tools : Figma (Software)

### Aeolus Cell Project | [www.instagram.com/aeoluscell](https://www.instagram.com/aeoluscell) |

Apr. 2023 - Jun. 2023

Brand identity • Tools : Adobe Illustrator • Canva