

Aris Salmon-Alavanos – Résumé

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Work Experience

CyberStream Ltd.
Exodus S.A.,
Key Systems S.A.
Athens, Greece.

I.T. Project Manager

September 2003 – present

Mid-sized to large-scale P.M.I. Methodology-based, Project Management, mostly for I.T. web software and applications for a series of large organisations including TIM Hellas, The Greek Ministry of Education and Mellon Group. Managed multiple projects simultaneously across various business sectors and coordinated the work of teams against tight requirements of projects' schedules. Direct contact with clients and users, as well as with top management for all project phase reporting, including budget, progress updates and of-course, project planning following EFQM standards.

(www.exodus.gr, www.keysystems.gr, www.cyberstream.gr, www.epafos.gr)

External freelance Project Management and Consulting services based on the Ultimus Business Suite software application & development for a series of intranet Process Workflow Development projects and Document Management for clients such as Eurobank S.A. and Aldemar Hotels S.A.

Ministry of
Foreign Affairs -
Greek Presidency
Athens, Greece.

I.T. Project Manager (www.eu2003.gr)

September 2002 – August 2003

In charge of a team ranging up to 15 people, duties include the representation of the Ministry to all external parties for both hardware equipment and software services. Tasks accomplished:

- Developed the site's strategy in conjuncture with The Greek Minister of Foreign Affairs and the Alternate Foreign Minister of Greece.
- Managed the data Communication Systems with all Greek ministries and contacts abroad.
- Created the methodology for data flow & management of information in collaboration with HOL S.A.
- Implemented changes to the Content Management Tool in collaboration with Eurocom A.E.
- Realised initiative for extra services including e-mail accounts, SMS alerts and a WAP technology platform.
- Engaged in a strategy for Security Issues, both for physical as well as for hardware and software solutions.
- Led and executed the Advertising Strategy for online search Engines.
- Implemented procedures for the full site mirroring using AKAMAI services, in 50,000 servers worldwide.
- Engaged strict guidelines and procedures, following W3C/WAI standards and proper web ethics.
- Engaged in budgeting issues with feedbacks and forecasts.
- Trained our team of up-loaders, reporters and translators on the use of all web-based tools.
- Completed the full beta-testing of the site in all three languages.
- Assumed the role of Webmaster for the duration of the project.

University of Toronto
Toronto, Ontario.

Courseware Support Specialist

(www.rcat.utoronto.ca)

Sept. 1999 – February 2002

During the period of my studies, this was a part time position. Upon graduation a new full-time, contract position was created involving Managing the department, and employee training on new technologies for distance education, tele-education and e-learning. Special emphasis was placed on people with disabilities, using the latest adaptive technologies available. Worked in both English and French.

Folli - Follie S.A.
Athens, Greece.

Manager of Information Systems

(www.follifollie.gr)

May 1991 – February 1999

Built up the entire department of Information Systems from a small LAN of 5 PC terminals to a

network comprising of multiple LANs and one WAN of 70 PCs. This international jewellery firm, which currently has multiple retail stores worldwide, quickly grew during my time with the company, and went public. In charge of a team of 8-12 people, my duties included:

- Supervision of the in-house software development programmers as well as other software projects.
- Liaison Officer with external hardware support companies. Acting as Internal Consultant.
- Direct collaboration with the marketing department for firm's statistical results.
- Participation in the ISO9000 certification programme.
- Handling of all proposals for I.T. purchases; reporting directly to Top Management.
- Consulting with franchise shop owners for the installation of software, and training of personnel.
- Development and management of all communications; e-mail, Web Server, etc., including PBXs.
- Project Management for a variety of internal and external mid-level projects, retail & H.Q.

Education

University of Toronto. Faculty of Information Studies, Toronto, Ontario, Canada.

- Degree: **Master of Information Systems/Studies (M.I.S.)**

Cumulative Index: 3.78/4.00 May 2001. *Recipient of Fellowship Award two years in a row.*

Deree College, The American College of Greece. Major: **Computer Information Systems**

- 2nd Degree: **BSc. in Business Administration**

Cumulative Index: 3.24/4.00 June 1991. *Recipient of Deree Scholarship.*

- 1st Degree: **Associate in Applied Science in Computer Programming and Data Processing**

Cumulative Index: 3.23/4.00 June 1990. *Recipient of Deree Scholarship.*

Certifications

- Certified by the Institute for Certification of Computer Professionals, Associate Computer Professionals title, 1991. (ICCP). www.iccp.org
- Preparing for Microsoft Certification (User & Training).
- Founding member of the P.M.I. Athens Chapter. Preparing for PMI's PMP Certification in Project Management. www.pmi.org Expected: by the end of Dec. 2007.

Other Data

- Comfortable with almost all Microsoft Applications and Systems *as well as other market-ready software packages, including MS Office, MS Project and other Project Management tools.*
- Fully fluent in English and French. Fluent in verbal Greek. *Currently studying Italian.*
- Nationalities: *French (E.U.) & Canadian.*
- Marital Status: *Divorced.*
- Date & place of Birth: *December 20th 1967, Toronto, Ontario, Canada.*

References

- Personal references are available from previous employers and from the academic environment, including:

Minister Tassos Giannitsis

(<http://www.mfa.gr>)

- Ex-Minister of Foreign Affairs.

Mr. Dimitris Grivas

(<http://www.hol.gr>)

- General Director of H.O.L. Hellas On-Line

Senior Vice President Theodore Lyras

(<http://www.acg.edu>)

- Deree College, the American College of Greece.

A list of all the projects I have managed including my total man-days, as well as each project's budget may be provided during our interview or available upon request.