

Curriculum Vitae

Personal Information

<i>Surname, first name</i>	KOTELI Poulcheria
<i>Address</i>	Vas. Olgas 37, 54641 Thessaloniki, Greece
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<i>E-mail</i>	paula.koteli@gmail.com
<i>WhatsApp, Viber, Signal, Telegram</i>	+30 6977 632236
<i>Nationality</i>	Hellenic
<i>Date of birth</i>	11 February 1978
<i>Place of birth</i>	Edessa, Greece
<i>Gender and marital status</i>	Female, single

Desired Employment / Occupational Field Legal

Work Experience

Dates	July 2015 – currently
<i>Occupation or position held</i>	Private Practice of Law
<i>Main activities and responsibilities</i>	<ul style="list-style-type: none">▪ Court Appearances▪ Management of cases files▪ Interpretation of legal documents▪ Legal control of real estate titles in the mortgage office and in the land registry for drafting contracts
<i>Type of business or sector</i>	Labour Law, Civil Law, Human rights

Dates	September 2014 – May 2015
<i>Occupation or position held</i>	Chief of Legal Department
<i>Main activities and responsibilities</i>	<p>Reporting to Director of Administration</p> <ul style="list-style-type: none">▪ Management and leadership of legal division consisting of 5 staff▪ Management of cases files▪ Coordination of pleadings and legal texts▪ Monitoring legislation on public tenders▪ Coordination between legal department and technical and mechanical field for completion of dossiers related to public tenders.▪ Organization of legal division as a whole (including drafting and reviewing organizational chart, job descriptions, duties and responsibilities)

<i>Name and address of employer</i>	Edil Hellas Group Of Companies, Thessaloniki, Greece
<i>Type of business or sector</i>	Administrative Law, Social Security Law, Labour Law

Dates	February 2008 – August 2014
<i>Occupation or position held</i>	Private Practice of Law
<i>Main activities and responsibilities</i>	<ul style="list-style-type: none"> ▪ Court Appearances ▪ Management of cases files ▪ Interpretation of legal documents
<i>Type of business or sector</i>	Labour Law, Civil Law, Human rights, Social Security Law

Dates	January 2006 – February 2008
<i>Occupation or position held</i>	Manager of Legal Department and Human Resources for trainees' lawyers
<i>Main activities and responsibilities</i>	<p>Reporting to Head of Legal Department.</p> <ul style="list-style-type: none"> ▪ Management and leadership of legal department of 8 staff ▪ Launch, management and oversight over all legal projects ▪ Provision of legal services to all staff members of the law firm ▪ Coordination between the Law firm and other legal offices in Thessaloniki and Athens for the processing of cases ▪ Provision of advices to Thessaloniki institutions (Bank, Police and others), ▪ Coordination of pleadings and legal texts for court appearances. ▪ Complete and full preparation of meetings ▪ Organization of legal division as a whole (including drafting and reviewing organizational chart, job descriptions, duties and responsibilities) ▪ Legal research on issues related to Criminal and European Law ▪ Participated in the selection process (shortlisting, interviews) for legal and administrative staff ▪ Recruitment of legal staff (attorneys at law and trainees' lawyers)
<i>Name and address of employer</i>	E. Valtoudis and Partners, Law firm. Thessaloniki – Athens, Greece
<i>Type of business or sector</i>	Labour Law, Criminal Law, European Law, Maritime Law, Human rights

Dates	October 2004 – December 2005
<i>Occupation or position held</i>	Attorney at Law in a Legal Office
<i>Main activities and responsibilities</i>	<p>Reporting to Head of Legal Department</p> <ul style="list-style-type: none"> ▪ Court Appearances ▪ Management of cases files ▪ Interpretation of legal documents ▪ Legal research on issues related to Labour and Civil Law
<i>Name and address of employer</i>	N. Antoniadis Law Office, Thessaloniki, Greece
<i>Type of business or sector</i>	Labour Law, Civil Law

Dates	July 2003 – May 2004
<i>Occupation or position held</i>	Internship, Law assistant of Legal Aid Department
<i>Main activities and responsibilities</i>	Reporting to Head of Administration Team. <ul style="list-style-type: none"> ▪ Planned, deployed, configured and supported the legal files ▪ Provision of legal assistance to citizens with financial and/or medial issues. ▪ Coordination of pleadings and legal texts for court appearances. ▪ Complete and full preparation of meetings
<i>Name and address of employer</i>	Bar Association of Thessaloniki, Thessaloniki, Greece
<i>Type of business or sector</i>	Civil Law. Labour Law

Dates	January 2002 – June 2003
<i>Occupation or position held</i>	Trainee Lawyer
<i>Main activities and responsibilities</i>	Reporting to Head of Legal Office <ul style="list-style-type: none"> ▪ Interpretation of legal documents ▪ Legal research on issues related to Civil and Commercial Law ▪ Complete and full preparation of meetings
<i>Name and address of employer</i>	G. Diolatzis Law Office. Thessaloniki Greece
<i>Type of business or sector</i>	Civil Law, Commercial Law

Dates	December 2001 – June 2003
<i>Occupation or position held</i>	Trainee Lawyer
<i>Main activities and responsibilities</i>	Reporting to Head of Legal Office <ul style="list-style-type: none"> ▪ Interpretation of legal documents ▪ Legal research on issues related to Civil and Commercial Law ▪ Complete and full preparation of meetings
<i>Name and address of employer</i>	A. Gogousi Law Office
<i>Type of business or sector</i>	Civil Law, Social Security Law

Education and Training

Dates	November 2016
<i>Title of qualification awarded</i>	Certification of the Bank of Greece,
<i>Principal subjects/Occupational skills covered</i>	Provide insurance consulting services, insurance consultant coordinator – official coordinator insurance-reinsurance brokerage business and agricultural cooperatives, credits institutions including.
<i>Name and type of organisation providing organisation and training</i>	Bank of Greece, Athens, Greece

<i>Level in national or international classification</i>	n/a
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Dates	November 2001
<i>Title of qualification awarded</i>	DEA Etudes juridiques comparatives (Comparative Law)
<i>Principal subjects/Occupational skills covered</i>	Doctoral school of Paris 1 Pantheon – Sorbonne courses in European and international studies, Common Law, Private comparative Law, Public comparative Law, Roman Law
<i>Name and type of organisation providing organisation and training</i>	Université Paris 1 PANTHEON - SORBONNE
<i>Level in national or international classification</i>	n/a

Dates	September 1996 – November 2000
<i>Title of qualification awarded</i>	MAITRISE en Droit (1999-2000) LICENCE en Droit (1998-1999) DEUG en Droit (1996-1998)
<i>Principal subjects/Occupational skills covered</i>	Social Law, Labour Law, Criminal Labour Law, Social security Law, Commercial Law, Banking Law, International and European Social Law, Civil Law, Public Finances, Administrative Institutions
<i>Name and type of organisation providing organisation and training</i>	Université Paris 1 PANTHEON - SORBONNE
<i>Level in national or international classification</i>	n/a

Dates	June 1995
<i>Title of qualification awarded</i>	High school Certificate
<i>Principal subjects/Occupational skills covered</i>	Theoretical studies, Modern Greek, Ancient Greek, Latin, Philosophy, Constitutional institutions, History
<i>Name and type of organisation providing organisation and training</i>	Hellenic College of Thessaloniki, Greece
<i>Level in national or international classification</i>	n/a

Academic Research experience

- **January 2000 Dissertation:** "Jurisprudentially and doctrinal study of the labor contract and the fundamental rights of employees"
- **April 2000 Dissertation:** "Community conception of social dialogue in the company"
- **May 2000 Dissertation:** "The idea of effective working time"
- **June 2000 Dissertation:** "Specificity of the international contract of employment and the provision of the Convention of Rome"
- **September 2001 Thesis:** "The National Broadcasting Council: an independent authority studied in France and Greece"

Personal Skills and Competences

Native language **Hellenic**

Other languages

Self-assessment

European level ()*

English

French

Italian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
(C1)	Proficient user	(C1)	Proficient user	(C1)	Proficient user	(C1)	Proficient user	(C1)	Proficient user
(C2)	Proficient user	(C2)	Proficient user	(C2)	Proficient user	(C2)	Proficient user	(C2)	Proficient user
(A2)	Basic user	(A2)	Basic user	(A1)	Basic user	(A2)	Basic user	(A2)	Basic user

(*) *Common European Framework of Reference (CEFR) level*

Organisational skills and competences

- Leadership, communication, strategic thinking and problem-solving abilities
- Able to motivate people in order to achieve best results.
- Analytical thinking and ability to prioritize tasks according to their urgency and importance.

Computer skills and competences

- International Diploma IT Skills

*Extracurricular activities
And information*

- Sports (Tennis, Sailing), Reading

Driving license

- Yes (Hellenic), Category B