

William Filis

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Employment History

- Sep 02 -Jan 03 **National Military Academy, Research and Informatics Office, IT Assistant, Athens**
- Statistical analysis, technical support, computer configuration, network maintenance
- Mar 00 -Oct 00 **Pirelli Tyres UK Limited (National Distribution Centre), Burton-on-Trent, U.K.**
Logistics Assistant - Junior Business Analyst
- Internal environment analysis - problem of duplication of information
 - Redesigned the reports of the subordinates of two of the senior managers
 - Extensively used Process Mapping to improve information structure and internal efficiency
 - Estimated time saving of 1 hour per shift, internal efficiency, employee training
- Jul 96 -May 97 **Greca International Transport, Part-Time Supervisor Assistant, Athens**
- Active involvement in the parcel management & control team
 - We achieved decreased error rate to 1%, 20% cost reduction, and 25% time saving
- Jun 95 -Aug 95 **Cobra International - Sales, Athens**
- Selling office supplies (10% above average)

Education

2001	MSc in Computing for Business	Staffordshire University	Stoke-on-Trent, U.K.
1999	BA in Business Administration (Hons)	Staffordshire University	Stafford, U.K.
1997	Certificate in Business Administration	Omega Business School	Athens
1996	Oxford Proficiency (Distinction)	CESS	Athens

Dissertations / Research

- Postgraduate **E-commerce, E-integration, and Business Processes**
Undergraduate **Decision Support Systems** "Can such a system improve the decision-making process?"
Certificate **Investments - Diversity and Diversification**

Seminars

- Jan 04 Sales Growth and Techniques
Dec 02 -Mar 03 Designing and Administrating E-commerce Networks
Dec 96 Teleworking
Apr 95 -Jul 95 Business Trade Terminology

Hard Skills

Excellent knowledge of MS Excel (VBA) & Word, good or very good of Access, PowerPoint, Outlook, FrontPage.
Also good or very good of SSADM, Process Mapping, SQL 7.0, HTML, Computer Configuration.

Interests

Hiking, cycling, composing music

Referees, detailed CV, and activities since my Service

Please log on to <http://www.angelfire.com/alt/billfilis>