

CONTACT

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Brussels, Belgium

EDUCATION

MA In ICT Education

Oct 2008 - Sep 2009

University of Kings College
London, UK

BSc Computer Science

Sep 2004 - Jun 2007

University of Westminster,
London, UK

EXPERTISE

- Microsoft Office
- JIRA
- Google Drive Tools
- Google Meet
- Schoology
- Class Dojo
- Canva
- Toggl
- Slack
- Scratch
- Wix

SKILLS

- Leadership
- Analytical Thinking
- Time Management
- Fundraising
- Problem Solving
- Creativity
- Communication
- Organizational
- Team Player

CERTIFICATIONS/ PARTICIPATIONS

Migracode Project

2022-09-20

Cyprus Computer Society

MARIANNA HADJIMICHAEL

EDUCATOR ,PROJECT IT OFFICER MANAGER & TEAM
LEADER

SUMMARY

A passionate Educator, Project IT Officer & Team Leader with 10+ years' experience working in both customer support and software quality assurance. Proficient on both web based and mobile applications. Team leader for improving and enhancing productivity. Seeking every challenging opportunity to apply my communication and creative skills, towards a successful and efficient contribution within an organization.

EXPERIENCE

Computing Specialist & Learning Support Assistant

Aug 2023 - Present

The British Junior Academy of Brussels

- Teaching Computing to KS1-KS3 (Y1,Y5,Y6,Y7, Y8 & Y9)
- Mentoring Students with learning disabilities
- Mentoring Students with Maths
- Mentoring Students with Spelling & English
- Creating lessons and activities tailored to meet the specific needs and requirements of the students.
- Enrichment activities with Digital Creation Club
- Evaluation and reports of Students

Project & IT Officer

Jan 2023 - Jul 2023

Synthesis Center for Research and Education

IT Project Officer of Erasmus+ Projects on a Research and Education center within a small company of 20 Project Officer's.

- Coordinating and managing Erasmus+ Projects
- Project Leader and Officer of Erasmus+ Projects
- Ensure Technology is used correctly for all operations (video conferencing,presentations,etc)
- Improve system's performance by making proactive adjustments and resolving bugs
- Implement IT changes as when required
- Troubleshooting and Repairing of computers and related equipment
- Travelling for the Erasmus+ Meetings

QA Engineer

Jun 2021 - Dec 2022

InRadius | Nicosia Cyprus

QA Lead Tester of a Dancing Mobile application (Beatroot) for both IOS and Android systems within a small company.

- Planned and devised cohesive manual tests
- Collaborated closely with Developers, Designer and Project managers to clarify any inconsistencies between the specifications and the outcome of the 2 different operating systems ensuring that the final product met the expectations
- Provided comprehensive test reports from regression and smoke testing

Programming Using Scratch

2015-11-08

Cyprus Computer Society

ECDL Advanced Word Processing

2015-09-06

Cyprus Computer Society

ECDL Advanced Spreadsheets

2015-07-19

Cyprus Computer Society

ECDL Project Planning

2015-06-26

Cyprus Computer Society

ECDL Web Editing

2014-04-15

Cyprus Computer Society

ECDL Image Editing (Adobe Photoshop)

2014-01-31

Cyprus Computer Society

LANGUAGES

English



Greek



Spanish



French



HOBBIES

Pilates

Dancing

Movies

Boxing

Music

Books

Travelling

Charities/ Volunteer/Fundraising

REFERRAL

Academic and Professional references are available on request

Quality Assurance Officer

Jun 2018 - May 2021

NetInfo

- QA officer within a QA department, responsible for testing E-Banking and mobile apps along with Support to the Banks. I have assisted, tested and interacted with all the Bank projects due to customer support. I was mostly involved in a team of developers /qa's with:
 - CDB,CRDB,Credins,Cynergy,Euro Pacific,KCB,NBG,OAB,Sagicor,VTB
- Evaluated function, performance and design compliance based on the design standards and clients' needs
- Collaborated with developers, designers, business analysts and product owners for the enhancement of the features and intended functionality
- Co-coordinating and troubleshooting the Clients via skype calls
- Travelled to Oman twice as a QA member along with one Developer to test and deploy new features to their system
 - Tested the new features of the product
 - Created Test Cases and documentation
 - Participated on all internal meetings
 - Coordinated with their QA Team to troubleshoot and assist with the software and QA Procedures
 - Demonstrated the final product to the Bank leaders of the Project

ICT Teacher

Sep 2010 - May 2018

State Institutes of Further Education & Private Institutes

- Teaching ICT Skills
- Preparing Students for ECDL & IGCSE exams
- Produced syllabi, assignments and class materials
- Evaluation and reports of students
- Developed lessons specifically designed to cater to the unique requirements of students across different class levels, including those with learning disabilities
- Supervisor at Final exams of the school

ICT Teacher & Mentor

Nov 2014 - Jun 2015

Olympion School

- Teaching Basic ICT Skills
- Preparing Students for ECDL exams
- Mentoring students with learning disabilities
- Designed lessons tailored to accommodate the diverse needs of students, including those with learning disabilities
- Produced collaborative videos involving teachers to commemorate national holidays at the school

QA Tester for School's Curriculum Content

Jan 2010 - Jan 2011

HS Data

- Participated on the E-content Project
- Testing and Evaluation of Digital Educational Content for school subjects
- Conducted the Test Cases and Manual Documentation of the software's
- Subjects tested: Carpentry, Construction, Graphic Design, Hotel Management and Interior Design
- Collaborated with the Ministry of Education and Culture of Cyprus
- Provided Support and Assistant to Clients and Teachers