

Curriculum Vitae



Personal information

First name(s) / Surname(s) **Stavros Papadakis**
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Nationality Greek
Date of birth 16/9/1967
Gender Male

Desired employment / Occupational field

As a member or Officer in the IT Department

Work experience

Dates 11/3/2011 – 4/8/2011
Occupation or position held IT Manager (Network Manager, System Administrator)
Main activities and responsibilities Corporate network Servers (2000, 2003) and clients (XP, Vista, 7) support. I created a VPN connection (through Vigor Routers) between 3 points. I upgraded the network security (group policy configuration, enabled DHCP, DNS, WINS), I proceeded in IT Dep. reorganization (new backup procedures, repaired fault Servers and central UPS, antivirus Server installation & configuration, Data Centre cabling) and I organized the two branches in Athens. I proceeded to computer equipment and licenses Inventory (matched purchased invoices) and created 2 applets (in Visual Studio Express. 2010 with Access DB) for company's technical / support department.
Name and address of employer Tree Company CO S.A. Greece
Type of business or sector Optical and electronic instruments distributor.

Dates 17/10/2006 – 30/11/2010
Occupation or position held IT Manager (Network Manager, System Administrator)
Main activities and responsibilities I redesigned the corporate network. On 1/2/2009 I took the ERP, CRM applications and and foreign suppliers applications support. I also supported (software / hardware) the 8 branches and 2 retail buildings (wholesale). I designed and maintained a VPN MPLS network (cooperation with Hellenic Telecommunications Organization which was the provider) to connect the above ends with Headquarters. I also created an independent site - site vpn connection between the main store and central. I designed the whole structure of the network from scratch (new DC with activation of DNS, DHCP and additional DC with Exchange Server 2003) and migrated all users into the new Domain. I enabled / configured Group policy, installed / configured proxy server for internet filtering, installed ESET antivirus (with central management) in every Server and client. I installed new ERP Servers (Oracle 10, Citrix Essentials) in collaboration with the software house. I created automated daily and monthly backup. I managed all telephony accounts (mobile too) to lower the costs. I created and organized printers supplies in stock to succeed lower price. I trained users to applications used by the company and had the maintenance of the existing computer equipment. Finally, I dealt with structured wiring in Headquarters and branches.
Name and address of employer E. Pagoni SA Greece
Type of business or sector Footwear apparel Company

Dates	6/10/2003 – 15/10/2006
Occupation or position held	IT Department executive
Main activities and responsibilities	I provided Technical support to branches and maintained continuous communication with Headquarters through leased lines or Adsl. I was responsible for networks and computer equipment maintenance and also supported central warehouse, opened new stores (installation of data cabling, telephone equipment and small call centers. Installation of audiovisual equipment, PCs configuration and connection to company's network and staff training). I provided technical support to all users in the group, including training in new programs and technologies.
Name and address of employer	ELMEC Sports SA Greece
Type of business or sector	Sportswear Company
Dates	1/9/2002 – 5/10/2003
Occupation or position held	System & Network Administrator
Main activities and responsibilities	I supported a Windows network of 60 workstations (NT, 2000 servers), network printers, plotters, photocopy machines at the Headquarters. I was responsible for PBX maintenance. The company had 2 plants, 2 branches, 1 shipping company, 1 hotel and 1 branch in Rhodes. I was responsible for the two branches and the factory production in Schimatari (technical support, service, upgrade computer equipment). I had also a junior network technician who helped me.
Name and address of employer	BETANET SA Greece
Type of business or sector	Construction Company
Dates	1/9/2000 – 1/9/2002
Occupation or position held	IT Department Executive
Main activities and responsibilities	Network and System Administrator (NT, 2000 Servers). Source code deployment into final software CD ready to install to customer's PCs. SQL 2000 administration and configuration. ERP configuration for the end customer.
Name and address of employer	ASSET OPTIONS Greece
Type of business or sector	Software House
Dates	15/6/1998 – 15/8/2000
Occupation or position held	Sales executive / IT Manager (Ilion Branch)
Main activities and responsibilities	I started as sales manager on electronic Department (mobiles, PCs, laptops, software, consumables). I was trained for the IT department in AS400 environment. I took the opening of the new store in Ilion / Attica as IT Manager. I was responsible for Windows network (NT Server, Windows 98), for POS (point of sale) and I administered 20 AS 400 terminals. I also was responsible for semi annual and annual Store Inventory and for staff training.
Name and address of employer	Continent Hellas (Carrefour) Greece
Type of business or sector	Department Store
Dates	March, April 1997
Occupation or position held	Hardware / Software technician
Main activities and responsibilities	Intel PCs and Apple computers repair and installation in customer's office. CAD installation.
Name and address of employer	TOP SOFTWARE Greece
Type of business or sector	Integrated solutions and support to engineers, designers and related industries.
Dates	October 1995 – July 1998
Occupation or position held	Informatics Teacher
Main activities and responsibilities	Users or group training on Microsoft Products
Name and address of employer	EKPEDEFTIKI COMPUTERS Greece
Type of business or sector	Annex OMIROS Education Group
Dates	1993-1995
Occupation or position held	Clerk
Main activities and responsibilities	Ticketing (computerized system)

Name and address of employer	AVONDATE NAVIGATION Greece
Type of business or sector	Shipping Company
Dates	1988 – 1989
Occupation or position held	Seller Technician
Main activities and responsibilities	PCs, hardware and consumables sales. PCs assembling and installation to customer's office.
Name and address of employer	MICROLAND Greece
Type of business or sector	PC Sales
Education and training	
Dates	1988
Title of qualification awarded	I haven't completed my studies
Principal subjects/occupational skills covered	Statistics & Insurance
Name and type of organisation providing education and training	University of Piraeus
Dates	1985
Title of qualification awarded	Graduation
Name and type of organisation providing education and training	1 st High School of Paleo Phaliro
Dates	1991
Title of qualification awarded	First Certificate of Cambridge
Name and type of organisation providing education and training	British Council
Dates	1999
Title of qualification awarded	SA1 System Administrator I (Lotus Seminar). SA2 System Administrator II (Lotus Seminar). Lotus Notes Mail (Lotus Seminar).
Name and type of organisation providing education and training	Byte Lotus Authorized Education Centre
Dates	2000
Title of qualification awarded	Microsoft Excel 97 Introduction and Concepts.
Name and type of organisation providing education and training	OMS
Dates	2007
Title of qualification awarded	Introduction to Cisco Networking Technologies Part1. Introduction to Cisco Networking Technologies Part2.
Name and type of organisation providing education and training	ICTC
Personal skills and competences	Network Administrator / IT Manager with extensive experience designing, supporting, administering Microsoft Server / Client Networks (Microsoft Server NT/2000/2003/2008, Exchange Server 2003/2007, ISA 2000). Proficient in an assortment of technologies, including Oracle 9i/10g, SQL 2000, Cisco, Draytek VPN Networks (site 2 site, Cisco VPN Server / client), VMWare ESXi 4.1/ 5.0 (vsphere client administration), sites design. Experience in computer sales and computer parts. Group training on Microsoft Products. Designing and installing of wiring networks, Racks installation.

Mother tongue(s) **Greek**

Other language(s)

Self-assessment

European level ()*

Language

Language

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	English	B2	English	B2	English	B2	English	B2	English
A2	French			A1	French	A1	French		

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

I consider myself as someone who pays attention to teamwork. From my experience (OMIROS Education) and my position requirements (IT Manager, System Administrator), I believe that I'm able to develop a good communication with users, I can transmit my knowledge in an understandable way and I'm capable to take decisions depending on the nature of the problem.

Organisational skills and competences

I keep records of anything has to do with the subject of my work in electronic form. I also organise by the same way IT Dep. Structure and procedures.

Driving licence

I own a car and bike diploma

Additional information

I have fulfilled my military obligations (September 1992 - July 1994).