

- https://www.linkedin.com/profile/view?id=178111535&trk=nav_responsive_tab_profile
- <https://www.facebook.com/theofilos.bentis>

Additional Information

*Date of Birth : December 9, 1980 *Place of Birth : Athens, Greece *Marital Status : Single

Professional Summary

Shifting business needs and priorities in a systematic and effective way. Excels at implementing operational assessments and conducting functional requirements analysis for businesses of all sizes. Highly ambitious with more than 7 years providing results-oriented leadership. Workflow analysis and project management.

Skills

*Business development *Workflow analysis *SQL and databases *Business artifacts documentation *Data mapping *Brand management
*Operations management *Business process mapping *Microsoft Office Suite *Organized *Fluent in Greek, English *Multi-tasking *Creative
*Critical thinking *Report development *Project planning *Attention to detail *Team building *Filing and data archiving *Flexible *Accurate and detailed *Excellent planner and coordinator *Works well under pressure *Social media knowledge *Pleasant demeanor *Team building
*Accounting familiarity *Critical thinker *Spreadsheet management *Report analysis *Employee training and development

Work History

Research and Study Elaboration Manager / Public Relations Manager / Human Resources Supervisor , 10/2007

Company Name â€“ City , State

- * Collecting the data and the resources for studies and choosing the adequate population group for research.
- * Conducting the research and harvesting the data accumulated, and elaborating the studies.
- * Proposing additional potential research and studies that would coincide with up-to-date political and economic trends.
- * Preparing press releases and articles for publication to promote the company's researches and studies to the public, as well as representing the company at board meetings and conferences for promotional reasons.
- * Ensuring the effectiveness and the efficiency of staff, representing the personnel to the board of directors and maintaining personnel data and records.

Research Associate , 10/2009

Company Name â€“ City , State

Working independently or in a team on determining research project specifications

- * Developing plans, strategies, partnerships and other ideas to make educational and research activities successful * Creating evaluation plans
- * Maintaining and evaluating educational program to retain reputation of the group
- * Identifying activities being undertaken in the research offices that will inform, improving or otherwise enhancing existing and planned educational programs.
- * Developing communication pathways to ensure that feedback occurs between research team and education team
- * Working with physicians and other health care professionals in developing research methodologies
- * Developing, conducting, and analyzing surveys
- * Leading focus groups and conducting key informant interviews * Data preparation, collection, entry and analysis (qualitative and quantitative)
- * Supporting the preparation of conference abstracts, research proposal, and reports (for publication)
- * Identifying and developing grant proposal/application for the division
- * Participating in quality improvement sessions with senior staff to identify areas for improvement between research and education operations
- * Supporting Senior staff with develop of a research/education communication bridge
- * Coordinating and maintaining a strong liaison with Principal Investigators, hospital personnel and representatives from outside agencies regarding ongoing conduct of clinical research
- * Preparing annual progress reports on all open and closed studies and forms as required by the Research Ethics Board

Research Associate , 10/2010

Company Name â€“ City , State

- * Working independently or in a team on determining research project specifications and gathering data from sources to complete pre-study forms, as well as study forms as dictated by clinical trials protocols.
- * Registering patients and informing appropriate personnel of treatment options
- * Coordinating critical documents and binders for clinical research, and assisting with data collection and data management
- * Designing, implementing and managing a system for organizing, planning and controlling work flow related clinical research activities
- * Designing a system to coordinate, complete and submit data in a timely and accurate manner
- * Verifying proper storage conditions, accountability, and disposition of investigational products; maintenance of up-to-date and accurate investigator study files
- * Informing study personnel of communications regarding adverse drug reaction reports and ensuring appropriate documentation is completed
- * Reviewing source documentation and case report forms with site teams or other representatives as per UHN policy and ICH/GCP guidelines.

Executive Director , 05/2014

Company Name â€“ City , State

- * Screening the business plans submitted for potential funding
- * Organizing the presentations of potential investment projects to ensure that are in accordance with the regulations
- * Managing the inflow of investment projects and getting them in contact with potential investors-members of the network
- * Promoting the network to attract members, investment projects and companies that are willing to sponsor the network
- * Daily in contact with key people within the network to address potential issues and/or to promote new ideas
- * Overseeing additional day-to-day tasks that may include administrative assistant's tasks and accountant's responsibilities.

Education

Bachelor of Science : Economics , 06 2004

University of Essex - City , State

* Business and Business Administration coursework

* Coursework in Management

* Basic Econometrics

* Econometric Forecasting

Master of Science : Applied Economics and Finance , 12 2005

Athens University of Economics and Business - City , State

* Economics and Business Economic Policy

* Basic Econometric Modelling and Statistics

* Financial Portfolios and Investments

ADDITIONAL EDUCATION

* Financial Times Global Events: Preparing for the Upturn, -How Greece can manage the challenges and capitalize on the opportunities of the changing global economic environment-, April 1st & 2nd, 2009, Athens, Greece. Â

* Ministry of Administrative Reform and e-Governance/Athens Chamber of Commerce and Industry: Common Evaluation Framework, - Introduction to the Common Evaluation Framework and guidance for its successful implementation-, December 5th, 2013, Athens, Greece.

* Foreign Languages: English, French (beginners) Â

* Computer Skills: Microsoft Office (Word, Excel, PowerPoint), Research and in Communication with National, European and Global firms, institutions, companies and organizations, both private and public, for the acquisition of the required data for analysis.

RESEARCH & STUDIES

* The Banking System and the Business Sector, -(R.S.C.-A.C.C.I.)- ~Conducted in partnership with the Athens University of Economics and Business, and K-RESEARCH S.A.~ Â

* The Effects of the Economic Recession on the Commercial Business Sector and Industries, -(R.S.C.-A.C.C.I.)-. Â

* Strategic Planning of Social Security, -(R.S.C.-A.C.C.I.)- ~Conducted in partnership with the University of Piraeus~ Â

* The Taxation Policies in the Countries of the Euro zone and the Total Tax Burden on Corporate Income, -(R.S.C.-A.C.C.I.)-. Â

* The Process of Firm Establishment and the Bureaucracy Involved, -(R.S.C.-A.C.C.I.)- ~Published on news papers and web sites on Friday, February 20, 2009 / utilized for policy reforms by the Minister of Economics~ Â

* Research and Analysis of the Operation Procedure and the Development of Several Business Sectors, including Supermarkets and Multistores, Construction Companies, Commerce and Industry, Telecommunications, Automotive Retail Sale Companies and Pharmaceutical Companies, -(R.S.C.-A.C.C.I.)-. Â

* The Financial Performance of Tourism Between 2005 and 2008, -(R.S.C.-A.C.C.I.)-. Â

* Establishing the Correlation Between SMEs and the Banking System, -(R.S.C.-A.C.C.I.)-. Â

* Corporate Taxation Amidst A Crisis, -(R.S.C.-A.C.C.I.)-. ~Conducted in partnership with Messrs. Yiannis Varoufakis and Tasos Patokos of the National and Capodistrian University of Athens~ Â

* Illegal Trade: The Commercial Side of Illegal Business Activity, -(R.S.C.-A.C.C.I.)-. Â

* Entrepreneurship in Greece, Analyzing the Business Data of the Athens Chamber of Commerce and Industry, -(R.S.C.-A.C.C.I.)-. Â

* Identifying the Factors that Affect Firms' Liquidity, -(R.S.C.-A.C.C.I.)-. Â

* Nationwide Greek Chambers' Research: Identifying the Problems that Affect Firms' Efficiency and Longevity, -(R.S.C.-A.C.C.I.)-. Â

* Reaching for the At Most Accurate Estimation of the Number of Employees in the Public Sector, -(R.S.C.-A.C.C.I.)-. Â

* The Effects of the Greek Recession and Austerity Measures on Firms' Business Cycle, -(R.S.C.-A.C.C.I.)-. Â

* The Effects of Bureaucracy and the Correlation Between Firms' Transactions with the Greek Public Sector, -(R.S.C.-A.C.C.I.)-. Â

PROJECTS

* Undergraduate Project: University of Essex ~Analyze the extend to which the investments of the English Government in the 1930's, as well as the impact of the investments in the housing sector, assisted in the development of the English economy using statistic data and econometric models'- Â

* Post-graduate Project: Athens University of Economics and Business ~Analyze the operation, the economic development and the financial performance of the State Hospital of Lamia'- Â

* Essay: University of Essex ~The history and the development of science parks, as well as the impact of public policy towards science parks'- Â

* Essay: University of Essex ~Romano Prodi has called the Growth and Stability Pact ~œstupidâ€. By analyzing the economic arguments for and against the pact, assess whether he was right to do so'- Â

* Essay: University of Essex ~Population Growth As A Source Of Economic Growth'- Â

* Essay: University of Essex ~Market Oriented Economic Reforms since the late 1980s have negatively affected the poor and worsened income distribution in developing countriesâ€. Discuss and illustrate your answer with country examples'- Â

* Essay: University of Essex ~Discuss empirical evidence regarding tests of the Purchasing Power Parity Theory'- Â

* Essay: Athens University of Economics and Business ~Operational Analysis of the Greek Pharmaceutical Industry'- Â

* Essay: Athens University of Economics and Business ~Economic Analysis of K.M. Westelle & Associates, Inc.'- Â

PERSONAL INTERESTS

*Studying economic and financial literature *Attending seminars relative to job and/or business interests *Undertaking personal business development projects, as well as, business and product placement and development projects * Music *Sports *Combat sports and martial arts

*Traveling