

Elli Zafeiridou Georgiadou

Programme & Events Coordinator

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PROFILE

Coordinator with nine years of experience across events logistics, programme administration, and volunteer management. At Fix In Art (Thessaloniki, 2015–2024), coordinated Erasmus+ and European Solidarity Corps programmes from planning through reporting, ran festivals and educational events, and recruited interns and volunteers. At the Empowerment Foundation (Amsterdam-based, 2023–2024), worked remotely from Leiden as Partnerships & Resource Development Coordinator — researching EU funding calls, matching them to projects, and building partner relationships — and volunteered as Program Coordinator for the foundation's monthly job fair. Earlier remote operations experience supporting an independent media channel through Notion-based workflows. Most recent role in customer-facing retail at Zizzi Leiden. Greek (native), English (fluent), Dutch (beginner, actively improving).

CORE SKILLS

- **Programme & Project Coordination** — Erasmus+, European Solidarity Corps, multi-stakeholder programmes
- **Event & Festival Management** — logistics, scheduling, on-site coordination, technical operations
- **Volunteer & Intern Management** — recruitment, screening, onboarding, training manuals
- **EU Funding Research** — call identification, proposal drafting, partner matching
- **Partnership Development** — outreach, relationship building, collaboration design
- **Tools** — Notion, Microsoft Project, Google Workspace, Microsoft Office
- **Cross-cultural communication** — across multicultural teams and stakeholders
- **Administrative support** — data entry, scheduling, archiving, bookkeeping basics

EXPERIENCE

Salesperson — Zizzi, Leiden

Part-time, on-site · November 2025 – May 2026

- Customer-facing sales on the shop floor; styling advice and full shopping journey support.
- Contributed to stock management, visual presentation, and daily store operations.
- Worked to individual and team sales targets within a small team.
- Store closed permanently in May 2026 as Zizzi withdrew from the Dutch market.

Creator & Writer — "With Elli", Freelance, Leiden

Hybrid · April 2025 – Present

- Founded and run an independent blog and resource platform on mental wellness, neurodiversity, and digital literacy for adults.
- Design and facilitate small workshops online and in-person.
- Produce written content, guides, and resource collections.

Partnerships & Resource Development Coordinator — Empowerment Foundation (Amsterdam-based)

Freelance, remote from Leiden · September 2023 – October 2024

- Researched EU funding calls and matched them to the foundation's project portfolio.
- Identified new partner organisations and supported the development of collaborations.
- Strengthened internal processes for tracking proposals and partner relationships.
- **In parallel — Volunteer Program Coordinator** for the foundation's planned Leiden job fair (Aug 2023 – 2024): built the event from concept and prepared delivery; it had not launched by the time I left.

Recruiter — Fix In Art, Thessaloniki

Part-time, remote from Leiden · September 2022 – October 2024

- Sourced, screened, interviewed, and selected interns for the NGO's internship programme.
- Coordinated onboarding and ongoing mentorship for international interns.
- Strengthened the structure and diversity of the internship programme.

Project Coordinator / Manager — Fix In Art, Thessaloniki

Part-time, hybrid · January 2018 – April 2024

- Coordinated Erasmus+ and European Solidarity Corps programmes end-to-end: logistics, communication, programme administration, and reporting.
- Managed festivals (Fix in Sex Festival and others), including guest speakers, sponsors, inventory, and technical operations across audio and visual departments.
- Project Coordinator on **FOOD-Y** (Sep 2023 – May 2024), an EU-funded youth skills project: led programme implementation in Thessaloniki and translation of project materials into Greek.
- Co-founded and ran **SHAAG (Sexual Health Awareness Across Genders)**, a youth initiative on sexual health education and gender equality.
- Coordinated cross-functional teams across artists, technicians, and volunteers in a multicultural environment.

Arts Administrator & Operations Coordinator — Fix In Art, Thessaloniki

Full-time, on-site · March 2015 – December 2017

- Managed administration and operations for the venue's performing arts programme: budgeting, scheduling, logistics, coordination across productions.
- Ran social media (YouTube, Facebook, blog), producing public-facing content and event communications.
- General admin: data entry, reception, bookkeeping, archiving, forms processing.
- One of the founding members of the artists' collective that became the Fix In Art NGO.

Operations Assistant — Floating Orb Productions

Volunteer, remote · June 2022 – September 2022

- Supported the COO of an independent media channel through Notion: content calendars, advertiser/collaborator database, invoicing workflows.
- Managed shared inbox and outreach to new and returning advertisers and collaborators.
- First hands-on experience using Notion as the shared operational backbone of a small remote team.

Coordinator of Volunteers — ADDART & freelance festival work, Thessaloniki

November 2015 – August 2019

- Recruited, interviewed, and placed volunteers across festivals: TAF Festival, GreenWave Festival, Select Respect Festival.
- Built shift schedules and developed training manuals with detailed role descriptions.
- Ran on-site coordination of volunteer teams during multi-day events.

Data Entry Operator — Heinrich-Böll-Stiftung, Thessaloniki

Part-time · September 2019 – October 2019

- Short-term data entry support for project coordinators in the Thessaloniki office, maintaining data integrity across organisational systems.

SELECTED VOLUNTEERING

- **Boroume** — non-profit fighting food waste and malnutrition in Greece (2018–2023): supported food and supply distribution through Fix In Art.
- **KEAT — Centre for the Education and Rehabilitation of the Blind** — (2019): coordinated a summer school theatre performance with primary-school children.

EDUCATION

- **Hellenic Mediterranean University** — Coursework, Music & Optoacoustic Technologies (2016–2021)
- **K.E.DI.VI.M of Panteios University** — Sexual Education and the Psychology of Young Relationships (2021)
- **YOUTHShare e-learning platform** — Concepts and Tools in Social, Sharing and Resilient Economy (Oct–Dec 2020)
- **I.E.K Delta (Institute of Vocational Training)** — Certification, Music Technology (2014–2016)
- **Vassilis Diamantopoulos Drama School** — Performing Arts, Drama (2012–2014)

CERTIFICATIONS

- **Advan+AGE** — SGRIM e.V. (2023)
- **Project Management Foundations** — LinkedIn Learning, 2023: Communication · Schedules · Teams · Budgets · Requirements · Ethics · Foundations

LANGUAGES

Greek (native) · English (full professional) · Dutch (beginner, actively improving)