

PARASKEVI PANTELOUS

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PROFESSIONAL EXPERIENCE

- Schuman Trainee - DG COMM | Directorate for Media, European Parliament** *Oct 2025 - Feb 2026*
Brussels
- Owned end-to-end delivery of a twice-monthly internal newsletter for 350+ staff, consolidating inputs from five units and managing layout, visual design, and editing.
 - Monitored global media coverage of European Parliament President Roberta Metsola, reviewing 200+ articles per day and producing a daily consolidated media report.
 - Created content for the internal webpage and offline communications.
- Communications and Events Assistant, Bosch** *May 2025 - Sep 2025*
Tienen, Belgium
- Created monthly newsletters, intranet updates, and briefing notes for internal communications.
 - Assisted with logistics and stakeholder coordination for 3 internal staff engagement events.
 - Contributed to internal communications initiatives that strengthened employee engagement and improved workplace satisfaction, and to community engagement activities with external audiences.
- Diplomatic Trainee, Permanent Representation of Greece to the EU** *Sep 2024 - Dec 2024*
Brussels
- Attended EU Council Working Party meetings on environment and energy, producing detailed reports and briefing notes.
- Administrative Assistant, "PYRSOS" Private Secondary Education School** *Aug 2020 - Jan 2022*
Athens
- Managed front-desk administration, handling parent/student inquiries, calls, emails, and visitor coordination.
 - Maintained and updated confidential student records and documentation with high accuracy.
 - Coordinated key school operations, including parent-teacher meetings, student events, and internal exam administration, producing all related visual materials and notices.

SKILLS

Social Media: Instagram, TikTok, Facebook, and LinkedIn
Content Creation: Canva, CapCut, Edits, Procreate
Analytics & CMS: Social media analytics, Tableau, WordPress
Other Digital: Mailchimp, Microsoft Office, SPSS, FL Studio
Soft Skills: Organised, proactive, collaborative, creative, detail-oriented, comfortable managing multiple deadlines

EDUCATION

- Master of International Politics, KU Leuven** *Sep 2024 - Sep 2026*
- Thesis: The Impact of Climate Policy Uncertainty on Innovation and Investment in Belgium's Solar and Wind Energy Sectors. A Qualitative Document Analysis
- Master of Communication Sciences: Digital Media and Society, KU Leuven** *Sep 2023 - Sep 2024*
- Relevant coursework: Online Publishing (WordPress), Data Visualisation, Psychology of Social Media, and Digital Marketing.
 - Graduated Cum Laude (GPA: 7.0/10)
- BSc in Social Policy, Panteion University of Social and Political Sciences** *Sep 2018 - Sep 2022*
- GPA 8.03/10 - graduated in the top 5% of my class.

ADDITIONAL INFORMATION

- Languages:** English (C2), Greek (Native Speaker)
- Certifications:** Fundamentals of Digital Marketing [Google]
- Interests:** Electronic Music Production [FL Studio], Photography, Travel, Content Creation