

CURRICULUM VITAE

Name	George
Surname	Kelveris
Date of birth	16/03/1979
Place of birth	Nicosia - CYPRUS
Marital status	Married
Address	Georgiou Kariou 6, 2548 Dali, Nicosia - Cyprus
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E-mail	georgekelveris@gmail.com
Education	2003 -2004 Vrije Universiteit Brussel – VUB Masters in Business Information Management, Summer 2004 (Grade Distinction) 1999 – 2003 University at Albany - State University of New York Bachelor of Science, Major in Mathematics / Computer Science 1997 – 1999 Cyprus Army Communications Department 1994 – 1997 Pancyriot Gymnasium Apolytirion in Economics

**Professional
experience**

01/04/2018 - Today

IT Officer (University of Cyprus) – Information Applications Service

- Manages Web design team
- Oversees design and development of University websites
- Conducts preliminary discussions with clients regarding design and functionality of website
- Reviews designs and features as presented by the team
- Leads off testing of all websites.
- Performs research on website design and development requirements.
- Develops procedures for ongoing website revision
- Develops content and style guidelines.

01/07/2009 – 31/03/2018

IT Officer (University of Cyprus) – Department of Electrical and Comp.Eng.

- Administrative Support in Information Technologies
- Coordination of the information material production
- Regular updating of the unit's Intranet website
- Installing and maintaining computer systems and networks
- Setting up computer workstations, including peripheral devices
- Checking hardware for functionality
- Installing and configuring software and its functions
- Training computer users
- Optimizing the performance of hardware and software
- Ensuring security and privacy of networks and computers
- Organizing and scheduling upgrades and maintenance so that others can continue working uninterrupted
- Troubleshooting to diagnose and resolve computer problems
- Maintaining records of repairs, fixes, and maintenance

- Identifying equipment shortages and placing orders for more
- Dealing with technical questions from users
- Providing phone, chat, or in-person support
- Setting up user accounts and profiles

10/09/2008 – 12/12/2008 (Edit-C: Education and Infor. Technology Centre)

- Teaching Adobe Flash to high school teachers
- Teaching Adobe ActionScript

10/09/2008- 30/06/2009

Network Implementation coordinator (OTE-Net Cyprus)

- To coordinate external suppliers involved in network roll-out, such as CYTA, Regulator and Municipalities, contractors, suppliers, and interact with our Planning Engineers for network change due to external and internal factors.

November 2005 – 31 / 08/2008

Temporary Agent at the European Commission, Brussels
 DG SANCO (Health & Consumer Protection Directorate General)
 E4 - Food law, Nutrition and Labelling

- Administrative Support in Information Technologies
- Compilation of the texts relative to the Food Legislation (Acquis) and content management of the relevant webpage that has been transmitted to the new member states on DVD format
- Development and maintenance of the unit's CIRCA IG (a collaborative workspace with partners of the European Institutions)
- Dissemination of documents related to working groups and other activities of the unit via circa
- Coordination of the information material production
- Regular updating of the unit's Intranet website

01/06/2005 – 01/11/2005

IT administrator for both the web-site of my commercial company www.pure-apnea.com and the services delivery company PURE PMO.

- Administrative Support in Information Technologies
- Coordination of the information material production

October 2004 – 31/05/2005

Trainee at the European Commission, Brussels
DG INFSO, Unit F4 - New working Environments

- Spokesperson for the trainees of DG INFSO
- Participation in Project Evaluations
- Creation of web structures for the Marie Curie Projects
- Creation of databases for the Marie Curie Projects and for contact management using MS Access

Summer 2001

Government of Cyprus -Department of information services, Nicosia, Cyprus

- Network Systems design
- PC support
- Internet Security and applications
- Win 2000 professional / Win NT server management
- Web Design

September 2000 – today

Web developer – webmaster for the following websites:

www.breakbooking.com
www.cityspa.com.cy
www.eleftheri-kythrea.com
www.kadis.com.cy
www.kastantona.com
www.leparfumoriginal.com
www.pneumonologiko-kentro.com.cy
www.texdesigns.eu
www.wetmode.com
www.ammoxostosepistrefo.com
www.cft-drc.com

www.cyfiduciary.com
www.diverswatchesgroup.com
www.drfellas.com
www.famagustanauticalclub.com
www.petros-stylianou.com
www.pingos-estates.com
www.xchristodoulou.com
www.zoofastcy.com
www.adamoskatsantonis.com
www.arcane-group.eu
www.attc.com.cy
www.aviationtraveltc.com
www.beautymedspa.eu
www.attc.com.cy
www.aviationtraveltc.com
www.beautymedspa.eu
www.citizenrelocations.com
www.css.org.cy
www.data-z.eu
www.edippak.com
www.eurofastdesign.com
www.georgiafreeman.rocks
www.giakovouvanparts.com
www.ijfreemanantiques.com
www.kdegeco.com
www.kelvege.com
www.kh-rentals.com
www.lavacaves.com
www.levelup.com.cy
www.louisparlas.com
www.masquare.eu
www.mhadjioannou.com
www.monimotocy.com
www.mountolympuskennel.com.cy
www.multical.ece.ucy.ac.cy
www.omnicommunicationscy.com
www.ouraniapili.com
www.purefocus.be
www.pure-pmo.com
www.rfm-cy.com
www.right.org.in
www.sophiekelveri.com
www.spatradeinternational.com

www.suitandstyle.com
www.technivon.com
www.syllogos-aristotelis.com
www.thalassesvillas.com
www.tyrecenter.net
www.vlastari.com
www.worldtimeuk.com
www.fnc2018.com
www.gregoriades.com
www.microtypedesigns.com
www.parpasgroup.com
www.petway.com.cy

Programming skills	HTML, C++, C, Java script, Databases, DHTML, CSS, PhP, Php MyAdmin, SQL Queries,
Operating systems	Knowledge of all Microsoft office applications and operating systems
Software Packages	Microsoft Office 2016 / 2013 /2007 / 2003, CorelDraw, Adobe , Adobe Master collection CS6 / CS , Xara extreme, swish max
Internet experience	Internet Explorer, Netscape Communicator, Mozilla Firefox, Opera
Languages	Greek (Mother tongue) English (fluent) French (3 rd level European Commission)
Interests and activities	Tutoring Computer Science courses Tutoring Mathematics
Awards received	<ul style="list-style-type: none">▪ Honors Dean's List for Fall 2000 - University at Albany▪ ITECC Certification for all 7 modules (Advanced level) - EC, Brussels▪ Member of ETEK (Cyprus Scientific and Technical Chamber)
Personal Details	<ul style="list-style-type: none">▪ Knowledge & understanding of backup technologies & disaster recovery methods▪ Knowledge of cloud computing (Amazon EC2), Apache HTTP Server.▪ Good understanding of: Server Hardware Technology, UNIX, SQL, LANs, WANs▪ Experience of: VMWare, Windows 2003, Active Directory Group Policies, TCP/IP, DNS

- Ability to translate technical jargon for non-technical staff
- Having the judgement necessary to choose the best solution to complex problems.
- Modelling with UML 2.0, Rational Software Architect & CASE tools in general.
- Detailed practical understanding of project processes.
- Storage:NAS, SAN and locally attached storage and connectivity to devices.
- PC and Mac literate
- Experience of managing multiple projects to tight deadlines.
- Have a track record of high-quality web application interfaces and design implementations

References: **Alexander Constantinou (Head of Unit – University of Cyprus)**

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Basil Mathioudakis (Head of Unit E4 – DG SANCO)

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Georgios Tselentis (Traineeship Mentor – DG INFSO)

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