

Vangelis Dimellas

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Address: Marousi, Athens – Greece

Digital Project Manager

Expertise: **Web Solutions** · **E-Commerce Solutions**

Summary

An effective digital project management professional with over 20 years of experience gained in Greece and the United Kingdom. Expert in formulating and executing innovative strategies (web solutions, e-commerce solutions), while managing the entire project lifecycle of digital and IT projects. Combines strong technical and commercial skills. Ability to lead and motivate teams to ensure accomplishment of business objectives.

Core Value

- Propose Digital Marketing Solutions to Clients
- Develop New Business Ideas & Opportunities
- Project Costing & Budgeting
- Deep Understanding of Technical Formalities
- Knowledge of Content Management Systems
- Establish Internal Process Control Systems

Professional Experience

InTTrust SA · IT Services Provider · Athens, Greece

01/2023 – now

Current Position: **IT Project Manager**

Direct Report: PMO

External Partner at: Public Power Corporation SA (*Commercial & E-Mobility IT Support Department*)

- Full ownership for all commercial related reporting projects. Set priorities & delivery dates, organize sync & status update meetings with teams to achieve on-time and quality reports.
- Project Management for various commercial & e-mobility IT projects:
 - Design, monitoring and updating the overall project plan.
 - Coordinate all involved internal and external teams.
 - Follow internal PMO established techniques and procedures through the project's lifecycle.
 - Identify, report and manage issues and risks.
 - Oversee development, testing and GoLive phases.
 - Management of the project's document repository with the updated project files and project deliverables.
 - Establish good communication streams and keep all stakeholders informed on the project status.
- Key role in updating & informing business stakeholders & hierarchy on the status of all the commercial projects in progress.

Sarantis Group / Lenidi SA · Online Cosmetics Stores · Athens, Greece

06/2020 – 12/2022

Current Position: **Online Projects Manager** (*acting IT Director*)

Direct Report: Top-tier Management Team

Direct Subordinates: 3 (*IT Administrators*)

Key Projects: scarletbeauty.gr · scarletbeauty.bg · deliriumexclusive.com

- Responsible for the full completion of 3 e-commerce sites with their ERP & WMS platforms.
- Responsible for the Migration from group to independent company IT infrastructure.
- Monitored the IT (infrastructure & software) setup for the company's Bazaar (12 cashiers).
- Monitored numerous small - medium sized projects for the company's eshops, ERP & WMS platforms.
- Key role in internal projects related to all departments: Marketing, Customer Service, Operations & Warehouse.
- Oversaw the work performance of internal and external technical teams in Greece and Bulgaria.
- As acting IT Director I have built procedures for the IT department, monitored costs and prepared the annual department budget.

Findigital Group · Digital Advertising Agency & Digital Solutions · Athens, Greece

02/2018 – 03/2020

Last Position Held: **Digital Project Manager**

Direct Report: Top-tier Management Team

Direct Subordinates: 3 (*Graphic Artist, Web Developer, Social Media Expert*)

- Held full P&L accountability for the execution and delivery of key and small scale projects with budgets up to 20K euro and participated in preparing financial offers.
- Developed and delivered a number of ERP online e-shops, web and e-commerce solutions in close collaboration with external / outsourced partners.
- Restructured the Web Design & Development Department by developing and implementing new procedures, creating a material library, and conveying a clear vision of performance expectations to both in-house and outsourced technical and administrative teams.
- Monitored in-house and client web project progress to ensure strict deadlines and specified budgets were met.
- Generated periodic project status reports to company management team and stakeholders; detail data, tasks and processes.
- Oversaw the work performance of internal and external technical teams as well as the sales team in Athens and Larisa.
- Liaised with clients to design solutions for customer problems related to online commerce, corporate identity or other website presence issues.

Last Position Held: **Web Project Manager**

Direct Report: CMO (Chief Marketing Officer) and Executive Director

Direct Subordinates: 4 (*Web Developers, Graphic Designers*)

- Established internal processes, formalized the operating structure of the unit, assured day-to-day activities.
- Created services portfolio that includes web sites, landing pages, e-shops and other e-marketing solutions.
- Coordinated an extended team of diversified professionals.
- Active member of the entire life cycle of the technical project.
- Created and maintained library for technical material.
- Conducted financial analysis, built and managed P&L statements and reports, identified profit and cost centres.
- Determined financial eligibility for expense approvals, made cost cutting decisions.
- Built excellent long-term relations with customers by providing consulting and expert knowledge on e-marketing issues based on online platforms and client needs questionnaires; trained end users.

Early Work Experience

Project Manager & Senior Web Developer LOCOTEL S.A. (Mobile Messaging Services)	2010 – 2013
External Collaborator & Freelance Activity Web Relations & Greek Geeks	2009 – 2010
Senior Web Developer YOUTRAVEL.COM (Online Hotel Trader)	2006 – 2009
Web Developer NEWSPHONE GROUP (B2C & B2B Call Center Services)	2004 – 2006
Web Developer RED COM.ANTS (Web Development)	2003 – 2004
Software Engineer TS ASSOCIATES PLC (Real-time Software House)	2000 – 2001

Certifications

PRINCE2 Foundation Certificate in Project Management	2019
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Education

UNIVERSITY OF GREENWICH	London, United Kingdom
M.Sc. in Computing & Information Systems	1999 – 2001
B.Sc. (Hons) in Mathematics, Statistics & Computing	1996 – 1999

Additional Information

Languages	Greek, native speaker • English, fluent
Military Service	Fulfilled, Hellenic Army, Infantry (IT Programmer, 2002 – 2003)
Interests	Quality time with my family • Jogging, Basketball, Football, Poker, Cinema