
EVA ECONOMOU

+30 6981568595 (GR) +1 617-785-5650 (USA) [e-mail](#) [LinkedIn](#)

EDUCATION

NORTHEASTERN UNIVERSITY, BOSTON, ED.M – MASTER IN EDUCATION

NORTHEASTERN UNIVERSITY, BOSTON, MA – BS IN PUBLIC AFFAIRS AND MARKETING

CERTIFICATES & COURSES

IBM PRODUCT MANAGER CERTIFICATE - 11/2024

SALESFORCE BASICS, COURSERA, 1/2024

AGILE PROJECT MANAGEMENT COURSE, GOOGLE, 12/2023

CITIZENSHIP: DUAL, USA-GREEK (EU)

EXPERIENCE

ACCOUNT EXECUTIVE, WONDERFUL MYKONOS / AEGIALIS HOTEL & SPA, REMOTE, 2/2021 - PRESENT (REMOTE)

- Manage the content of the company's website and update as necessary
- Create promotional materials and social media outreach
- Manage and coordinate customized/large-scale special events
- Streamline office processes, oversee and train the administrative assistants to adopt improved procedures
- Negotiate and close contracts; coordinate internal tasks related to accounts to ensure clients receive products and services
- Act as the programmatic resource to the marketing team in solving problems and implementing effective strategies

PROGRAM MANAGER, BOSTON CHILDREN'S HOSPITAL; BOSTON, MA – 1-12/2020

- Attract new investigators to join the Intellectual and Developmental Disabilities Research Center
- Submit new grant applications and/or renewals for approval by the Director and NICHD
- Maintain the project lists current and share updates through the website, newsletters, and social media
- Review consulting and other agreements that need VP or legal approval
- Work with Department Administrators to redesign and update departmental databases
- Assist in the preparation of the department's annual report, annual US News surveys, 5-year Scientific Advisory Committee reviews, and Harvard departmental reviews
- Gather scientific accomplishments, research funding summaries, and active protocols for various reports and reviews

PROGRAM MANAGER, MIT; CAMBRIDGE, MA – 2014 - 2018

- Represent the program in matters of graduate policies, procedures, program coordination, and student academic progress
- 2+ years of experience as a HRIS Systems Administrator, preferably with Workday, Greenhouse and performance management systems
- Strong knowledge of HR processes and best practices

- Manage appointments for ~150 graduate students, including fellowships, student travel/reimbursements, teaching/research funding, and participation in the admissions process
- Plan and lead the graduate admissions cycle utilizing the MIT application database for an applicant pool of ~800 applications
- Organize and oversee activities for the annual two-day Visit Days for the admitted students and the annual two-day AEA conference for the junior faculty hiring, including job postings, event coordination, and statistical analysis for the Dean's report
- Partner with the Placement Committee to support students through the Job Market process, including managing the placement website, arranging faculty mock interviews, reviewing CVs, and organizing informational meetings
- Hire, train, and supervise an administrative assistant in terms of logistics and expenses, prepare progress review reports, and provide insights on strategic issues for operational improvement

LEAD COORDINATOR, HARVARD CATALYST (HMS); BOSTON, MA – 2011 - 2014

- Prepare and manage course logistics, budget, and course materials, assist with the electronic processing of applications
- Develop marketing materials for the program, including flyers/brochures, update course website
- Provide continuous administrative support to faculty and course participants before, during, and after courses
- Monitor the CME course accreditation process and ensure its effective execution
- Train new staff on the CME course accreditation procedures
- Prepare applications for selection committee reviews, take meeting minutes, and redact notes into memo format for distribution
- Assist with student cross-registration and support graduation planning activities
- Supervise and evaluate four program coordinators
- Streamline educational processes across the program and re-train coordinators to implement improved procedures
- Act as a resource for Education Program Coordinators in solving problems and model effective strategies for crafting solutions

COORDINATOR, HARVARD MEDICAL SCHOOL, BOSTON, MA – 2008 - 2011

- Manage daily office operations, including data entry of student and faculty information, reception duties, and coordination of office events and conferences
- Process student inquiries and handle the filing and e-filing of student reports and documents
- Assist in the coordination and logistics of the Program's Annual Retreat
- Successfully manage the department's five-year NIH Grant Renewal Submission and Annual Progress Report process

SKILLS

Experience with administration in higher education and healthcare in program, operations, and HR management; strong organizational, interpersonal, and communication skills; able to work closely and supportively with all levels and stakeholders; ability to lead and deliver complex and challenging programs; comfortable working both individually and as part of cross-disciplinary teams.

Salesforce, Trello, Slack, Microsoft Office 365, MAC iOS, G Suite, Concur, Accounts Payable/ Receivable, Workday, Greenhouse, Social Media (Instagram, LinkedIn, X, Pinterest)