

PROFESSIONAL SUMMARY

Accomplished high-energy, “hands-on”, dedicated, team-minded, goals-oriented management Executive. Proven communication, analysing, negotiating, networking and podium skills. Successful track record overseeing operations, property and asset management, marketing, HR/training and IT.

AREAS OF EXPERTISE

- General, Full-cycle and Forensic Accounting
 - Auditing
 - Inter-company/Multiple-fund Accounting
 - Multi-million dollar Asset Management
 - Non-Profit and Charitable Organisation Accounting and Management
 - Human Resource Management and Office Administration
 - Labour Law/Legal file Management
 - Collective Agreement and Labour Union Negotiations
 - Team-building and Leadership
 - Communications, Marketing and Public Relations
 - Fundraising
 - Event Organisation and Volunteer Management
 - Writing and Research
-

PROFESSIONAL EXPERIENCE

Business consultant / Director General

2022-10 to present

Société de développement commercial « La Zone Décarie Nord/Quartier D », St-Laurent, Quebec

- Responsible for leading and managing non-profit organisation’s annual budget, in accordance with strategic direction set by Board of Directors;
 - Responsible for establishing and executing goals and objectives of Organisation;
 - Responsible for implementing strategic plan and policies established by Board of Directors and providing leadership, direction and guidance of Organisation’s activities;
 - Represent Organisation to, and liaise with, Ville de Montréal, St-Laurent Borough and other regulatory bodies, related agencies, community and civic organisations, members and partners;
 - Plan and organise Board of Director Meetings, and annual General and Special Meetings and ensure follow-up.
-

Administrative and Dental Assistant

Clinique Dentaire Dr. Halatsis, Laval, Quebec

2019-05 to 2022-10

- Responsible for clinic front-desk administration, providing chair-side assistance to Dentist;
 - Responsible for equipment, materials, instruments and inventory maintenance, purchasing and compliance with the dental practice act and appropriate guidelines and regulatory bodies.
-

Interim Executive Director/Chief Operating Officer

2012-07 to 2018-02

Hellenic Community of Greater Montreal (HCGM), Montreal, Quebec

- Responsible for leading and managing registered charitable non-profit organisation – with \$17M approx. annual budget – in accordance with strategic direction set by Board of Directors;
 - Responsible for establishing and executing major goals and objectives of Organisation;
 - Implemented policies established by Board of Directors and provided leadership, direction and guidance of Organisation’s activities;
 - Analysed and evaluated effectiveness of all operations;
 - Updated, streamlined and maintained internal controls and procedures;
 - Developed and maintained organisational structure and effective personnel;
 - Coordinated major activities through subordinates and appraised assigned personnel;
 - Represented Organisation to regulatory bodies, other agencies, community and civic organisations, donors, funders and supporters, and the general public;
 - Reported to Board of Directors and Executive Committee, through President;
 - Responsible for 20 direct and 25 indirect reports.
-

PROFESSIONAL EXPERIENCE (cont'd)

Controller / Human Resources Director

2011-02 to 2012-06

Hellenic Community of Greater Montreal (HCGM), Montreal, Quebec

- *Controlled all aspects of accounting, including fund accounting, and financial reporting for entire registered charitable non-profit organisation;*
 - *Assisted Chief Operating Officer and Chief Financial Officer with annual budget preparation and analysis and oversaw budget implementation process;*
 - *Managed relationships with financial institutions and with external CPA firm for annual audit and coordinated regulatory filing requirements;*
 - *Developed, documented and implemented internal control policies and procedures;*
 - *Prepared annual Charity Information return, ensuring compliance with current laws and regulations and liaised with the Canada Revenue Agency Charities Division;*
 - *Spearheaded all Human Resources administration, oversaw and maintained entire organisation's employee files, including approx. 150 full-time, 230 seasonal/part-time employees and 5 direct reports;*
 - *Successfully negotiated collective agreement renewals, providing critical support during union negotiations.*
-

Senior Associate: Accountant/Auditor

2008-10 to 2011-02

James Kromida, CA, CPA & Associates, St-Laurent, Quebec

Chartered Accounting Firm

- *Responsible for compilation, review and audit engagements;*
 - *Assessed, reviewed and provided guidance to clients on business and related needs;*
 - *Prepared financial statements, and management letters, in accordance with professional and firm standards;*
 - *Prepared and reviewed personal and corporate income tax returns (Canada and US);*
 - *Ensured financial statement accuracy and compliance with laws and regulations;*
 - *Led the Canada-Greece bilateral tax-treaty division, ensuring compliance with regulatory legislation.*
-

Consulting Forensic Auditor (fixed-term contract)

2007-02 to 2007-04

Finance Branch – Corporate Financial Systems and Reporting (CFSR) Division;

National Research Council of Canada (NRCC), Ottawa, Ontario

- *Conducted forensic audit on wireless telecommunications-device accounts for entire fiscal year;*
 - *Prepared and provided summary Audit Report outlining procedures, findings and conclusions to Management;*
 - *Reported directly to NRCC CFSR Division Director*
-

Legislative Assistant / House of Commons-Canada (Concurrently with below)

2004 – 2006

The Honourable Eleni Bakopanos, P.C., Ottawa, Ontario

M.P.-Ahuntsic (Quebec), Parliamentary Secretary to the Minister of Social Development (Social Economy),

previously Parliamentary Secretary-Human Resources and Social Development (Social Economy)

- *Assisted MP with legislative functions, including but not limited to, votes in the House of Commons, Parliamentary Committees work and issues arising from, Question Period and Statements by Members, drafting Private Member's Bills, reviewing amendments to legislation;*
 - *Managed MP's communications, including interview briefs, press conferences, media contacts;*
 - *Drafted and designed written communications and publications to constituents in MP's electoral riding;*
 - *Prepared MP's correspondence to constituents, colleagues, Ministers, and Prime Minister, and reviewed to ensure effectiveness and appropriateness.*
-

Special Assistant; Social Economy Portfolio (Concurrently with above)

2004 – 2006

The Honourable Ken Dryden, P.C., M.P., Ottawa, Ontario

Federal Minister of Social Development

- *Prepared/drafted speeches, press releases and other documents for Minister's office, ensuring conformity to government's overall political direction on Social Economy portfolio;*
 - *Liaised with Social Economy Parliamentary Secretary, government caucus, opposition critics and outside groups and experts, and provided counsel to Minister's office on pending policy matters, cabinet and parliamentary business.*
-

Executive Assistant

2003 – 2004

Ambassador's Office, Embassy of Greece, Ottawa, Ontario

- *Managed Ambassador's Office, ensuring efficient and effective infrastructure, including but not limited to: communicating with Embassy staff, coordinating dignitaries visits for official tours, drafting of diplomatic notes,*

PROFESSIONAL EXPERIENCE (cont'd)

Ambassador's Office, Embassy of Greece, Ottawa, Ontario (cont'd)

collaborating with various ministries regarding official business and follow-ups, coordinating through traditional and electronic media for special reports and events, planning, organising and maintaining diplomatic contacts with other Missions and Embassies.

Legislative Assistant / House of Commons-Canada

2001 – 2003

The Honourable Eleni Bakopanos, P.C., Ottawa, Ontario

M.P.-Ahuntsic (Quebec), Assistant Deputy Speaker of the House of Commons

▪ *In addition to same as above, assisted MP with procedural, administrative and ceremonial/diplomatic duties related to Speakership of the House of Commons*

Senior Associate: Accountant/Auditor

1998 – 2000

James Kromida, CA, CPA & Associates, St-Laurent, Quebec

Chartered Accounting Firm

▪ *Same as above*

Accounting Manager/Controller

1996 – 1998

Hellenic Community of Montreal, Montreal, Quebec

▪ *Same as HCGM Controller position above*

Software Consultant/Point-of-Sales System Developer

1994 – 1996

Omen Systems International, St-Laurent, Quebec

Software Design and Development Company

- *Consulted on design and implementation of customised point-of-sale software system development for restaurant industry;*
 - *Ensured compliance with federal and provincial reporting requirements;*
 - *Proactively identified and proposed business process and/or system enhancements;*
 - *Performed analysis of customer business process requirements and provided appropriate system solutions;*
 - *Facilitated implementation and support of customised POS system.*
-

Office Manager/Accountant

1991 – 1994

Marchand & Associates / Kounadis Perreault & Associates – Attorneys

Collaborating Law Firms, Montreal, Quebec

- *Managed firm's financial and accounting processes;*
 - *Oversaw billing, AR/AP, Trust accounting, banking, and payroll processes, and maintained accurate general ledger and Trust account records;*
 - *Coordinated technology solutions with IT company;*
 - *Provided financial reporting and analyses to senior managing partners and external auditors;*
 - *Assisted with maintaining up-to-date client and non-client contact database, product research, event coordination, vendor communication and management;*
 - *Interacted with HR on new hire processes.*
-

Head Accountant (summer contract)

1991

Institut Jean-Guy Leboeuf, Montreal, Quebec

Accredited Real Estate Business College

▪ *Responsible for College's financial operations and entire accounting function*

Various managerial positions

1984 – 1991

Commercial and retail companies, Montreal, Quebec

Interpretation (English, French and Greek)

2000 – 2011

Official delegations of the Hellenic Republic visiting Canada

Ottawa, Ontario and Montreal, Quebec

Languages: Written and spoken: French, English, Greek; **Conversational:** Italian

Security Clearance level: Secret

Computer proficiency: *Operating Systems:* Windows, iOS, DOS; *Software:* Fluent with MS Office Suite, advanced Excel skills; *Accounting:* Sage ERP (formerly AccPac), Simply Accounting, Caseware & Caseview (Audits & Financial Statements), *Tax prep.:* DtMax (T1, T2 & T3 databases), Customised point-of-sale system software

EDUCATION

Concordia University, Montreal, Quebec

- B. Comm. (curtailed due to work and relocation);
Major: Accounting, Minor: International business

C.E.G.E.P. Vanier College, St-Laurent, Quebec

- D.E.C.; Major: Commerce

Centre for the Greek Language – Greek Ministry of Education and Religious Affairs

- 2023: Certificate of Attainment in Greek Language – C1 Level; Score: Excellent

COMMUNITY INVOLVEMENT / VOLUNTEER EXPERIENCE

Committees and Conventions

Delegate at/Member of:

- Biennial Convention of the U.S.A.-Canada Pan-Pontian Federation
- Canadian Delegation for the NATO Parliamentary Assembly, Ottawa, Canada; Administrative and Technical support team and liaison to Greek Delegation
- Hellenic Canadian Congress General Assembly, Halifax, Nova Scotia, Canada; General Secretariat Representative
- Worldwide Conferences of Hellenes Abroad (S.A.E.), Thessalonike, Greece, representing the U.S.A.-Canada Pan-Pontian Federation
- Drafting Committee for deposition of Memorandum to United Nations Human Rights Commissioner for Recognition of the Genocide of the Hellenes of Pontos
- Scientific Convention of Hellenes of Pontos, New York, U.S.A., representing the U.S.A.-Canada Pan-Pontian Federation
- Biennial Conventions of the Hellenic Canadian Congress, representing the Montreal Pontian Association
- 4th Worldwide Conference of Hellenes of Pontos, Thessalonike, Greece, representing the U.S.A.-Canada Pan-Pontian Federation

Socio-political

Served as member of the Executive Committee and/or Board of Directors of Community and Non-profit Organisations:

- 2023-present: Vice-President, Administration and Secretary; Canadian Hellenic Congress (CHC)
- 2019-2022: Vice-President, Finance and Treasurer; CHC
- Federal Elections Liberal Campaign Team; Ahuntsic, Quebec
- Official Agent for Ahuntsic, Quebec Liberal Candidate, 2000 Federal Elections
- Pan-Pontian Federation of U.S.A.-Canada
- Hellenic-Canadian Solidarity Committee for Cyprus
- “Koryfei” Hellenic Cultural Institute
- Pontian Association of Montreal “Efxinos Pontos”
- Greek Workers Association of Quebec

Served as member of:

- Elections Committee; Hellenic Community of Greater Montreal
- Federal Elections Liberal Campaign Team; Ahuntsic, Quebec
- Audit Committee – Hellenic-Canadian Solidarity Committee for Cyprus
- Fundraising Committee; Hellenic Community of Montreal

Cultural

- Master of Ceremonies (presentations in 3 languages) for various Hellenic community social and cultural events (Montreal and Ottawa)
- Dance Instructor; Traditional Greek and Pontian folklore dances
- Lead roles in community theatre productions, including performances at Place des Arts, and related functions including contract negotiations with venues, production and choreography assistance, drafting of lighting scripts

References available upon request.

Ce document est aussi disponible en français.