

MARIA KALOGERA

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Narrative Career Coach / Job Search Strategist / Admissions Consultant

Helping clients explore possibilities, clarify their next career step and make this a reality

"Sharing their stories enables clients to discover their strengths, desires, personal qualities and natural interests and create a clear vision for the future including an authentic personal brand to be communicated confidently in social media, university or job applications, public speaking opportunities and job interviews."

Career Coach with strong understanding of career paths and recruitment practices of companies, developed through 10 years of experience in Senior Human Resources roles for international companies in both sides of the Atlantic. Creator of the DREAM Career Model:

Career Coaching (Discover yourself & Research and Decide): Guide clients to share their stories and experiences pulling out their strengths and desires. After generating possibilities and implementing a specific career options exploration plan, clients develop a comprehensive strategy on how to achieve specific education and career goals.

Undergraduate and Graduate Admissions Consulting (Educate yourself): Guide clients in exploring educational choices. Help them write personal statements, essays and CVs that differentiate them from other candidates, showcase their strengths and fit in with the school's culture.

Job Search & Branding Strategist (Apply for Jobs): Develop & execute a job search strategy with clients discovering and communicating effectively their unique selling points and stories through social media, job applications and interviews. Help clients create outstanding CVs, Cover Letters, and LinkedIn profiles and use social media to promote themselves. Provide training and coaching on both competency and strengths based interviews.

Manage your Career: Coach clients to deal effectively with specific career issues or workplace problems.

EXPERTISE

- Accredited Narrative Career Coach integrating Digital Tools and Gamification.
- Accredited Strengths Profile Practitioner, CAPP
- Accredited Essay Writer, WOW Partnership programme
- CPRW Qualified CV Writer
- Interview skills trainer
- Communication Skills Trainer for On-Track International
- Certified Personal Brand Strategist Training (in progress)
- MSc Human Resources Management, London School of Economics

CAREER PROGRESSION – CAREER COACHING – JOB SEARCH & ADMISSIONS CONSULTING

MKCAREER CHOICES, Athens, Greece

2010 - Present

Founder and Director of career coaching company. Skilled in providing a one-stop career coaching programme including job search and education & admissions coaching for all age groups.

NARRATIVE CAREER COACHING

- ✓ Utilise narrative career clarification system that integrates digital tools & gamification and increases one to one/group active engagement and positive affect.
- ✓ Helped more than 100 clients (16 to 55+ years old) to become empowered in their career and life choices.
- ✓ Facilitate workshops and presentations for & about millennials and professionals in their 20s and 30s and high-school students to help them decide their career and academic directions.
- ✓ Designed and run group career coaching programmes for clients aged 16+ years and above.
- ✓ Columnist for epixeiro.gr writing about career management issues.

ADMISSIONS CONSULTING FOR UNDERGRADUATE, POSTGRADUATE, PHD & MBA CANDIDATES

- ✓ Helped more than 500 clients to be admitted to universities abroad.
- ✓ Designed and delivers an undergraduate and graduate step by step university admissions programme to top universities in Europe and United States; candidates have a 98% success rate at their targeted programmes: service includes identifying programmes that meet clients' unique profile, needs and desires.
- ✓ Coach clients to write successful personal statements and essays using the Woo essay writing approach.
- ✓ Deliver group essay writing workshops for undergraduate and postgraduate students following WOW method.
- ✓ Deliver interview skills training and conduct mock interviews for undergraduate and postgraduate study.
- ✓ Deliver webinars on how to prepare successful applications including group coaching programmes.

Maria started helping me when I was looking to do an undergraduate degree in the United States...she helped me identify the right courses for me and write a professional CV and essays. With her help, I managed to get into one of my first choices. She later assisted me with applying for internships and jobs and also helped me find the best career path for me. I have noticed a dramatic change in my writing and interview skills and achieved all of my goals so far. Her expertise and support played a key role in my success. I would strongly recommend her to everyone! Ilias Petros Larsinos, Civil Engineering graduate (Lehigh University – Best Undergraduate Engineering programs)

MKCAREERCHOICES (CONT'D)**JOB SEARCH COACHING**

- ✓ Developed and implemented a one-stop job search coaching programme helping more than 90 clients to find suitable jobs in Greece or abroad. Companies include legal 500, The Big Four accounting firms, Badge Bracket Investment Banks, the Big Three consulting firms, top 10 pharmaceutical, engineering and FMCG companies.
- ✓ Guide clients in developing and communicating effectively their authentic personal brand: identify their unique selling points and help them communicate these through CVs, cover letters and social media including LinkedIn profile.

MANAGE YOUR CAREER COACHING

- ✓ Provide one-to-one coaching to millennials and professionals helping individuals to realise their full potential and deal with specific work or career issues.
- ✓ Conduct strengths profile coaching using Capp's Strength's profile: help clients identify their strengths (and unrealized strengths) and use them to identify their perfect job or deal with specific work issues.

CAREER PROGRESSION – HR & TRAINING

ON TRACK INTERNATIONAL, Athens, Greece**Nov 2011 – Present***Trainer for award winning global learning consultancy working with some of the most successful organisations in the world.*

- ✓ Deliver training to international companies on various topics including personal development, communication, team working, competency-based interview training, performance management and cultural awareness.

MEDIMMUNE LTD- ASTRAZENECA GROUP, Cambridge, UK**Feb 2006 – July 2009***HR Officer for leading global biologics R&D, providing HR support to a client base of 250 including leading the implementation of organization-wide initiatives aligned to the Global and European HR strategies.*

- ✓ Coached and supported managers to handle and resolve HR issues, including performance management, employee development planning and disciplinary issues.
- ✓ Coached and supported employees to deal with personal and sickness issues which affected their work.
- ✓ Delivered training to managers, including performance management, interview and absence management.
- ✓ Managed the assignment of employees to the company's US offices, including their return to the UK.
- ✓ Designed and rolled out the company's induction programme.
- ✓ Led the implementation of a new performance management and salary review system (Success Factors), and further managed the salary review process on a yearly basis.
- ✓ Rolled out the new organisational competencies and employee development tool based on the leadership architect (Lominger International) and delivered the relevant seminars.
- ✓ Created and implemented HR policies and procedures, and also drafted standard letters and management guides.
- ✓ Designed and rolled out a maternity coaching programme for employees and managers; also coached maternity leavers.
- ✓ Provided ongoing HR support to a client base of 15 staff in California, USA, including managing benefits, payroll, employee relations, recruitment and dismissal.

CAMBRIDGE UNIVERSITY PRESS, Cambridge, UK**Nov 2005 – Jan 2006***Interim HR Officer for academic publisher: reported to the HR Director with responsibility of advising managers and employees on HR issues and managing recruitment campaigns.***MOET HENNESSY UK (MHUK), London, UK****Jan – Oct 2005***HR Officer for world-renowned LVMH wines and spirits brands, providing professional advice and a generalist HR service to managers and employees of the company; reported to the HR Manager.*

- ✓ Managed recruitment for a variety of roles including senior management posts.
- ✓ Managed graduate recruitment and undertook the role of Assessor during assessment centres.
- ✓ Managed an HR & Training budget of €200,000, including identifying training needs and planning resources for the company's training programme; successfully utilised all budget resources for the first time ever within the department.
- ✓ Conducted a comprehensive job analysis and created full job descriptions for each role within the company.

MOET HENNESSY UK (CONT'D)

- ✓ Created an interview guide and trained line managers in the use of competency-based interview techniques.
- ✓ Produced and implemented the resource plan for the integration of the Glenmorangie brands in MHUK

HEALTHCARE COMMISSION, London, UK**Jan 2003 – Dec 2004**

HR Coordinator for commission responsible for assessing the standards of care provided by the NHS, providing a customer-focused generalist service to the HR team and the client groups including managing organisation-wide training and development programmes.

- ✓ Participated in the design of and implemented Diversity Training through e-learning for the Commission's 350 staff.
- ✓ Project managed an organisation-wide programme to support staff through organisational change in line with the business plan and budget, including working with external consultants to implement tailor-made training workshops and other activities, and managing all employee communication.

ULYSSES SYSTEMS Ltd, London, UK**Sep – Dec 2002**

HR Administrator for maritime software vendor.

OTHER EXPERIENCE**LION HELLAS S.A. – EXCLUSIVE PEUGEOT AUTOMOBILES DISTRIBUTOR, Athens, Greece Jan 1999 – June 2001**

PR Executive, responsible for developing and maintaining the firm's press and internal relationships, including producing press releases and organising conferences and events.

EDUCATION / CERTIFICATIONS

WOW Partnership Essay Writing Programme, USA, July – Aug 2018

Holistic Narrative Career Coach, UK June 2018

Strengths Profile Accreditation Programme, CAPP, London, UK, Apr 2018

Test User: Occupational Ability, OPP, London, October 2012

Certificate in Coaching / Problem Solving / Performance / Occupational Stress / Assertion & Communication Skills, Centre for Coaching, London, Nov 2007 – March 2009

Certificate of CCS Core Skills in Career Counselling, Career Counselling Services, London, 2008

MSc Human Resources Management (Merit), London School of Economics & Political Science, London, 2001 - 2002

BSc Business Administration (First Class Honours), University of Hertfordshire, Athens, 1995 – 1998

SKILLS

Languages: Greek: (Mother Tongue), English: (Fluent) and French: (Independent)

Computer Literacy: Microsoft Office (ECDL Certified)

Extra-Curricular Activities: Pilates, Contemporary Dancing, reading a variety of books including career coaching, psychology, business & economics etc.

'I met Maria when I was an undergraduate student exploring the possibility of pursuing a Master's degree in Finance abroad. Maria made the process of applying and getting admitted at a leading institution (LSE – success rate circa 4%) very clear and provided valuable advice throughout. Her approach was very thorough and broke down the process in clear succinct steps. She reviewed my CV and personal statement and her comments made it stronger and more concise. More importantly, I had next to me a person experienced with the process, who cared, and made me feel more at ease. Aristotle, LSE MSc Finance'

When applying for a position at a diplomatic post Maria guided me through every stage of the application process. Her expertise and meticulous approach ensured that I produced a winning CV and covering letter. She took me through likely interview questions and helped me polish examples. As a result of her help I was offered the post. Caroline Makropoulos, Project Management, Media and Communications at Foreign and Commonwealth Office.

Just wanted to say thanks for all your help and guidance. Working with you has been very insightful and rewarding. I have gained a clear insight of my strengths and weaknesses, clarified career goals, and I can now focus on what I want in life. I feel I have a realistic plan and the tools to achieve my career goals. Konstantinos Drossos, Marketing and Market Research Analyst at World Finer Foods.