

DIANIRA NIKOLI

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EDUCATION

09/2013 - 07/2018 **LLB, Faculty of Law, Aristotle University of Thessaloniki**, Thessaloniki, Greece
Grade: 7.31/10 “Very Good”

PROFESSIONAL EXPERIENCE

01/2023 – 09/2024 **Paralegal**, Sioufas & Partners Law Firm, Thessaloniki, Greece

- Assisted with legal research, case prep, and document drafting.
- Managed case files, court filings, and deadlines.
- Communicated with clients, courts, and agencies.
- Used legal databases and case management software.
- Drafted formal correspondence.
- Organized and maintained case files.
- Oversaw external partner tasks and payments.
- Maintained and organized legal documentation and office supplies.

09/2022 - 12/2022 **Secretary**, IANAP, Thessaloniki, Greece

- Provided administrative support to staff and faculty.
- Handled emails and phone inquiries, ensuring timely responses.

07/2018 - 07/2021 **Trainee Lawyer** at “Koutlis, Karagiannis & Partners Law Firm”, Thessaloniki, Greece

- Assisted with legal research and legal document drafting (contracts, motions, and legal opinions).
- Specialized in Civil, Insurance, Banking, and Commercial Law.
- Administrative Support: Managed case files, legal correspondence, calendars, and deadlines.

07/2017 - 09/2017 **Internship**, “Intersalonica Group Of Companies”, “AUTH Student Practice” Program, Thessaloniki, Greece

- Acquired expertise in insurance regulations and licensing procedures, assisted with claims and dispute resolution, involved in litigation and mediation, performed administrative duties.

09/2013 - 09/2015 **Medical Secretary**, Giorgos Chaidemenos Dermatology Office, Thessaloniki, Greece

- Management of appointments, filing, communication with patients, monitoring office supplies.

Secretary, EDAE Science Conferences, Thessaloniki, Greece

- Preparation and distribution of conference materials, attendee registration and payments, on-site support.

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

10/2023 - 07/2024 **“Certified Paralegal” diploma**, Nomiki Vivliothiki, Thessaloniki, Greece

- Educational program on legal research, documentation, law office management, soft skills development (participated in interactive workshops aimed at enhancing communication, teamwork, and problem-solving abilities), specialized training on GDPR compliance.

05/2023 - 07/2023 **“Social Media Business Marketing” certification**, European Union-Funded Program, Thessaloniki, Greece

- Training on digital marketing strategies, content creation, and social media analytics, focused on business growth through social media platforms.

02/2019 - 03/2019 **“ECDL Profile” certification**, ECDL Greece, Thessaloniki, Greece

- Word, Excel, Internet & Email.

LANGUAGES

- **English** (fluent), **German** (basic), **Greek** (native)