



**Mariza  
Kaskara**

**DATE OF BIRTH:**  
27/06/1991

## CONTACT

Nationality: Greek

Gender: Female



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## WORK EXPERIENCE

**01/06/2020 - CURRENT** - Athens, Greece

### Research Associate & Project Manager

National Observatory of Athens, Institute for Space Applications & Remote Sensing

- Manage the whole lifecycle of projects
- Schedule the activities required to execute the project on time
- Monitor project progress, identify potential problems, take corrective actions and perform quality control
- Manage scope and write/review project deliverables and reports
- Coordinate with partners and stakeholders in functional and technical working groups and monitor work packages
- Participate in proposal writing for projects in the context of Horizon 2020, Horizon Europe etc.
- Build the consortium of partners
- Participate in project meetings, networking events, conferences & workshops and delivering presentations

**01/04/2019 - CURRENT**

### Construction manager

Stirixis Group

- Control the schedule and be proactive to avoid or recover lost time
- Ensure the quality of the project to be compliant with the agreed standards and specs
- Control of the project: budget, final costs, cash flow, approvals for payments
- Preparing progress reports for internal use and the client
- Approval, Handover and Project Close Down & Lessons Learned Processes
- Tendering / Procurement, Sourcing/Purchasing
- Collaboration with designers - check designs, Bill of Quantities and budgets
- Collaborate with other team members, e.g. strategic consultants, clients etc

Athens, Greece

**25/09/2017 - 31/03/2019**

### Graduate Assistant Construction Manager

L&Q

- Tendering; value engineering; cashflow; writing scope of works; negotiating contracts to reach profitable agreements
- Supervising ensuring that specifications and requirements are met, progress and monitoring costs; Quality checks; Progress reports;
- Coordination of design documents; preventing and solving problems

London, United Kingdom

**10/2013 - 07/2016**

### Research Specialist

National Observatory of Athens



## Satellite Remote Sensing Applications for Geo-hazards Investigation

- Preparing proposals, reports and deliverables;
- Producing research products of high quality about natural hazards risk assessment;
- Analyzing problems, evaluating possible technical methodologies;
- Presenting team's work in project meetings and conferences.

Athens, Greece

**09/2014 - 10/2014**

### ● **Internship**

Technische Universität Wien

Department of Geodesy and Geo-information

Vienna, Austria

**01/06/2020 - CURRENT** - Athens, Greece

### ● **Research Associate & Project Manager**

National Observatory of Athens, Institute for Space Applications & Remote Sensing

- Manage the whole lifecycle of research projects
- Schedule the activities required to execute the project on time
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## EDUCATION AND TRAINING

**09/2016 - 09/2017** - London, United Kingdom

### ● **MSc in Project and Enterprise Management**

University College London

Courses: Project Management; Sustainability in Construction, Organisations and People in Projects etc.

Grade: Pass with Distinction

**10/2009 - 03/2015** - Athens, Greece

### ● **School of Rural and Surveying Engineering**

National Technical University of Athens

GPA : 8,38/10



## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Greek

### English

Listening  
**C2**

Reading  
**C2**

Spoken  
production  
**C2**

Spoken  
interaction  
**C2**

Writing  
**C2**

### German

Listening  
**C1**

Reading  
**C1**

Spoken  
production  
**C1**

Spoken  
interaction  
**C1**

Writing  
**C1**

## DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Outlook | Microsoft Powerpoint | Basic AutoCad | GIS software: ArcGIS, QGIS | StaMPS

## NETWORKS AND MEMBERSHIPS

### Memberships

- Member of the technical chamber of Greece
- Member of "National Association of Women in Construction"

## DRIVING LICENCE

Driving Licence: **B**

## HONOURS AND AWARDS

### Honours and awards

Scholarship from Karelias Foundation covering expenses for studies at UCL.

## COMMUNICATION AND INTERPERSONAL SKILLS

### Communication and interpersonal skills

Team spirit, management and organisational skills, cooperation, communication skills

## JOB-RELATED SKILLS

### Job-related skills

- PRINCE2 (PRojects IN Controlled Environments)
- ECDL Core: Word, Excel, PowerPoint, Outlook
- Other: AutoCAD, ArcGIS, SPSS



## OTHER SKILLS

### **Other skills**

- Public talks
- Volunteering