



# DINA PAPSUJEVICA

## CONTACT

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## SKILLS

- Sociable
- Empathic
- Motivated
- Responsible
- Open minded
- Very Focus on Work
- Problem-solving abilities
- Strong Customer Service Skills
- Professional Strong Work Ethics

## LANGUAGES

**Latvian:** Native language

**English:** C1  
Advanced

**Russian:** C1  
Advanced

**Danish:** B1  
Intermediate

## PROFESSIONAL SUMMARY

I am experienced in Project Management, currently studying Full-Stack Software Development with an aim to start a career in IT.

My mission is to learn state of the art technologies and work with industries most talented people. I want to develop my IT skills to play an important role in a large, fast-growing industry.

I adapt easily to new situations and aim to expand my knowledge continuously. The open mind allows me to integrate into the team easily and be a valuable member of it.

## WORK HISTORY

**Customer Service Representative** **02/2020 - 12/2020**  
**GLOBAL EXCHANGE DENMARK APS** – Copenhagen airport

- Responded to customer requests for products and services.
- Educated customers on promotions to enhance sales.

**Sorting employee (Night shifts)** **02/2017 - 04/2019**  
**A/S GENERAL LOGISTICS SYSTEMS DENMARK** – Copenhagen

- Led sorting team of 6 people. Around 8 k small size parcels were sorted every shift.
- I was part of the team who optimized processes for more efficient work.

**Project Manager** **12/2016 - 04/2019**  
**ARTBERRY", Designer union** – Copenhagen

- Project coordination for Ontex (Belgium). Led packaging and product design projects for international market.
- New client acquisition
- Project managing until final stage – production.

**Project Manager** **10/2014 - 11/2016**  
**SIA ALPHA BALTIC, Advertising agency** – Riga

- Biggest client – L'Oréal. Led a group of 5 graphic designers, we designed and adapted campaign materials for Scandinavian countries. Communicated with more than 70 different people on the client side. Worked on 10-12 ongoing projects at the same time.
- Led a group of business strategist, creative director, copywriter, graphic designer, digital media, and PR consultants, where we worked for clients in Baltics, such as:
  - CSDD (Road Traffic Safety Directorate)
  - Latvenergo (state-owned electric utility company in Latvia)
  - Henkel
  - 4Finance
- Handled purchase orders (PO)
- Accounting report generation

**Accountant/ Office Manager****10/2012 - 10/2014****AS CAPITALIA, Financing Company** - Riga

- Daily office administration
- Client relations
- Invoice administration
- Assisting executives & members
- Processing daily accounting
- Project management for clients

**Accountant****02/2008 - 07/2009****SIA STALKERS K, Construction company** - Riga**Marketing Manager****06/2007 - 01/2008****SPA HOTEL USMA** - Riga**Accountant****06/2004 - 04/2006****SIA HANSA LIZINGS, Leasing and Factoring company** - Riga

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## EDUCATION

**Diploma:** Full Stack Web Development, Expected in **07/2021****Code Institute** - Dublin, Ireland

- User Centric Frontend Development (HTML, CSS, Bootstrap, Git)
- Interactive Frontend Development (JavaScript, JQuery)
- Data Centric Development (Python, SQL)
- Full Stack Frameworks with Django

**Bachelor of Business Administration:** Accounting and Finance, 07/2007**SCHOOL OF BUSINESS AND FINANCE** - Riga, Latvia**Erasmus Program:** Economics, 01/2007**Hogeschool Gent** - Gent, Belgium

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## CERTIFICATIONS

**DISCOVER TECH by Riga Tech Girls, 11/2020**

Since July 2020 I am part of the Riga Tech Girls community where I am learning more about the tech industry, possible entry positions and get insights from experienced people in the field of IT. As a part of this program, currently I am deepening my knowledge about Project Management and UX/UI.