



Anna Teilane

 Ballinasloe, Galway, Ireland

 +353 87 097 0474

 kastekastee@gmail.com

Sex Female | Date of birth 14/12/1994 | Nationality Latvian

WORK EXPERIENCE

09/22 – 12/23

General operative

Lidl RDC, Littleconnel, Newbridge, Kildare

- Completing orders for stores, wrapping pallets and moving to dispatch
- Using a voice recognition headset
- Picking in ambient and chill area
- Writing off products from broken allocation area
- Stock counting

06/22 – 09/22

Delivery driver/ Customer assistant

Iceland, Carlow, Co. Carlow

- Multidrop deliveries
- Processing customer orders
- Loading, preparing, inspecting and operating a large refrigerator van
- Various shop floor duties
- Operating a check out

04/22 – 06/22

Bookkeeper

Nilmack Ltd, Srtawhall Ind Est, Carlow, Co. Carlow

- Processing sales invoices, receipts and payments
- Bank reconciliation
- Monthly reports
- Accounts receivable and credit control
- Account payable

Supervisor

"Carlow Warehousing Ltd", Carlow road, Tullow, Co. Carlow, Ireland

- Perform inventory controls and keep quality standards high for audits
- Filling report sheet of returns from customers
- Investigate and sort out stock and order issues
- Hire and train new employees
- Helping to resolve employee issues and disputes
- Set goals for performance and organize workflow
- Pass on information from upper management to employees and vice versa, translate from Latvian and Russian to English if necessary

Housekeeper

03/18 – 06/18

"Mount Wolseley Hotel Spa & Golf Resort", Mountwolseley, Tullow, Co. Carlow

01/19 – 10/19

- Performing a variety of cleaning activities, ensuring everything is done by high quality standards, dealing with complains/requests

- 11/17 – 12/17 **Warehouse woman**
07/18 – 12/18 “Carlow Warehousing Ltd.” Carlow Road, Tullow, Co. Carlow, Ireland
- Barcode scanning, quality checking, packing, cleaning, operating a baler, items sorting
- 08/16 – 06/17 **Harvester**
“Codd Mushrooms Ltd.” Downings, Tullow, Co. Carlow, Ireland
- Mushroom picking
- 01/16 – 06/16 **Packaging operator**
“Mezares A”, 38 Brivibas Street, Ludza, Latvia
- Firewood packaging
- 09/15 – 12/15 **Shop assistant**
“Eriks OVV Ltd”, 18 Novembers Street, Ludza, Latvia
- Floral sales assistance, shop cleaning and inventory organization, floral design
- 02/15 – 08/15 **Shop assistant**
“Latvia Red Cross”, Ludza comitee, Latvia
- Casual sales assistance, shop cleaning and inventory organization, filling up rail hangers with products
- 06/13 – 09/13 **General worker**
“Ludzas apsaimniekotajs”, K. Barona Street, Ludza, Latvia
- Cleaning of premises and yards, caring for flowerbeds

EDUCATION AND TRAINING

- 2001-2013 **General secondary education**
Ludza Town Gymnasium, Ludza, Latvia

PERSONAL SKILLS

Mother tongue(s) Latvian, Russian

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C1	C1	B2	B2	C1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills good communication skills gained through my experience as shop assistant and as team member at mushroom farm, warehouse, hotel and through practicing as a computer technician

Organisational / managerial skills

- Working efficiently without supervision
- Good organization skills
- Goal setting and meeting goals
- Decision making
- People management experience

- good command of quality control processes
- computer and technical skills
- skilled in performing general cleaning and manual labour tasks
- able to perform accurate and safe work
- attention to detail
- maintaining a high level of production, adaptability
- dealing with complaints
- listening to people
- flexible
- excellent analytical and problem solving skills
- creative thinking

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient	Proficient	Independent	Independent	Proficient

Levels: Basic user - Independent user - Proficient user

[Digital competences - Self-assessment grid](#)

Third level of professional qualification as a computer technician

- Good command of photo editing and animating software gained as an amateur graphic designer
 - Installing, repairing and troubleshooting computer hardware and peripherals
 - Installing "Windows", software, applications, antivirus and patches
 - Working knowledge of modern networking devices and printers
 - Ability to read and understand technical manuals and schematics
 - Expert user of MS Office
- (all skills gained through courses and through hobby)