


## PERSONAL INFORMATION

**Santa Ozoliņa** (+371) 23772474 santa.ozolina.mail@gmail.com

## WORK EXPERIENCE

2018–Present

**Expert**

Central Finance and Contracting Agency (Legal Service and Project Selection Department), Riga (Latvia)

- EU Project selection
- EU Project evaluation
- Customer consulting

2014–2018

**Project Coordinator (in International Student Department)**

Rīga Stradiņš University, Riga (Latvia)

Administering processes of International Student Department:

- Coordinating Scholarship and Tuition Fee Discount awarding processes
- Preparing and adjusting Study Contracts, including Tuition fee calculations
- Supervising payment schedules
- Participating in development groups for improvement
- Resolving issues between the international students and the academic staff
- Updating Student portal and RSU homepage with relevant information

2013–2014

**Secretary**

Ekodoma Ltd., Riga (Latvia)

- Managing corporate events
- Coordinating team-building events
- Processing correspondence

2004–2009

**Sport Referee**

Latvian Volleyball Federation, Riga (Latvia)

## EDUCATION AND TRAINING

2014–2016

**Bachelor Degree in International Marketing and Advertising**

Rīga Stradiņš University, Riga (Latvia)

Bachelor Thesis: Higher Education Marketing in the Context of International Student Recruitment at Rīga Stradiņš University

2009–2011

**AP Degree in International Marketing and Business Management**

Niels Brock Copenhagen Business College, Copenhagen (Denmark)

Internship: The Copenhagen Post - Sales and Marketing Assistant

- Assisting in Marketing correspondence for the newspaper
- Market research
- Participating in promotion events
- Processing daily correspondence

1997–2009

## Primary Education

Riga English Grammar School, Riga (Latvia)

### PERSONAL SKILLS

Mother tongue(s) Latvian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C1
Russian	B2	B1	B1	B1	A2
Danish	A2	B1	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Communication skills

Very good communication skills gained through the international study experience as well as daily communication with international students as Project Coordinator and also clients of the Central Finance and Contracting Agency. Client-oriented and motivated worker.

Organisational / managerial skills

- Comfortable for both working individually and in a team.
- Good organisational skills gained as project coordinator as well as participant in various event management processes
- Good skills at instruction implementation in practice gained as project coordinator

Digital skills

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

Digital skills - Self-assessment grid

Driving licence B

### ADDITIONAL INFORMATION

Courses

- Riga Coding School (2019): Basics of Programming (C#, Java, CSS, JavaScript, Bootstrap)
- Academy of Intelligence (2016-2017): Module for Personal Growth

Certifications

Graduate of Riga Volleyball School (1999-2009)

Voluntary experience

- Copenhagen Volunteers (2010-2012): event coordinator, assistant, guide
- Copenhagen Post (2011): distribution assistant, event assistant
- Latvian Red Cross Youth (2007-2009): event coordinator, member, homepage admin