

Curriculum vitae

PERSONAL INFORMATION Santa Ozoliņa



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🌐 <https://github.com/Cattiebri>

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)
- Adminstrating processes of International Student Department:
- Updating Student portal and RSU homepage with relevant information
 - 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
- 2013–2014 **Secretary**
Ekodoma Ltd., Riga (Latvia)
- Managing corporate events
 - Coordinating team-building events
 - Processing correspondence

EDUCATION AND TRAINING

- 2019 **Basics of Programming (120 h)**
Riga Coding School, Riga (Latvia)
- The courses covered the basics of: C#, Java, CSS, JavaScript, Bootstrap, Vue.js, Node.js, jQuery.
- 2016–2017 **Module of Personal Growth**
Academy of Intelligence (Alumni of Riga Stradins University), Riga (Latvia)
- 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

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.
 - Client-oriented and motivated worker.
 - Comfortable for both working individually and in a team.
 - Good organisational skills.

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](#)

ADDITIONAL INFORMATION

- 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