

# Eglė Pranckevičienė

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## PROFESSIONAL SUMMARY

- Detail-oriented administrative and operations professional transitioning into data analytics
  - 10+ years of experience in office management, process coordination, contract handling, and reporting
  - Currently studying Data Analytics at Turing College (SQL, Power BI, statistical analysis)
  - Experienced in Excel-based reporting, financial admin, and process optimization
  - Curious, collaborative, organized, and eager to learn new tools and analytical approaches
  - Passionate about using data to improve business decisions and streamline operations
  - Strong foundation in data lifecycle management, business intelligence, and stakeholder communication
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## EDUCATION

- **Vilnius Gediminas Technical University (VILNIUS TECH)**
  - Master's Degree: Economics and Management
  - Bachelor's Degree: Business Management

## ADDITIONAL TRAINING

- **Turing College** – Data Analytics Program (*Nov 2024 – ongoing*)
    - SQL (queries, filtering, aggregation)
    - Power BI (dashboards, DAX)
    - Excel (Power Query, PivotTables, advanced logic)
    - Statistical analysis, visualization, and communication
    - Cohort analysis, retention, churn, funnels, customer lifecycle
    - Python (Basic, Pandas, Mathplotlib)
    - Demonstrated self-discipline and remote collaboration through online learning
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## SKILLS & COMPETENCIES

### Tools & Technologies:

- Microsoft Excel (Power Query, PivotTables, advanced formulas)
- Power BI (data modeling, visualization, DAX)
- SQL (queries, joins, aggregation, filtering)
- Erply (inventory & sales management)
- Microsoft 365 (Outlook, Teams, SharePoint, Word, PowerPoint)
- Basic understanding of Python for data manipulation

**Data & Analytics:**

- Report building and interpretation
- Data cleaning, structuring, and visualization
- Statistical analysis basics
- Cohort, funnel, and retention analysis
- Data-driven decision-making
- Business intelligence (BI) reporting
- Data quality monitoring and validation
- Dashboard design and stakeholder reporting

**Operations & Administration:**

- Office coordination and supply management
- Vendor and contract management
- Financial documentation and invoice handling
- Budget tracking and department cost allocation
- Audit preparation (IT documentation and compliance)
- Staff record and HR data handling (leave, contracts)

**Soft Skills & Strengths:**

- Detail-oriented and organized
- Strong written and verbal communication (English/Lithuanian)
- Proactive problem solver and team player
- Curious mindset with adaptability to new systems
- Demonstrated self-discipline and remote collaboration through online learning
- Experience collaborating with colleagues in hybrid work environments
- Process improvement and stakeholder engagement
- Critical thinking and adaptability in dynamic settings

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**PROFESSIONAL EXPERIENCE****Vesta Consulting, UAB**

*Office Manager / Workplace Safety Lead*

March 2022 – August 2024, Vilnius, Lithuania

- Managed monthly invoice coordination, vendor contracts, and budget tracking
- Maintained IT infrastructure documentation; coordinated with IT company during IT audit
- Oversaw transition to Microsoft environment
- Monitored office supplies, contracts (flowers, cleaning, snacks, etc.)
- Conducted workplace safety trainings and ensured compliance (certified safety coordinator)
- Acted as key contact between internal staff and external IT partners for infrastructure coordination
- Familiar with hybrid workplace models and coordinating cross-functional teams /  
Successfully operated in hybrid settings, maintaining coordination with stakeholders, vendors, and colleagues across different locations and work styles

**Horticom, UAB***Sales Manager*

November 2018 – March 2022, Vilnius, Lithuania

- Analyzed sales and inventory trends; created Excel-based reports
- Managed client accounts and sales documentation
- Worked with Erply and Excel for reporting, forecasting, and reconciliation

*Office Administrator*

September 2012 – March 2022, Vilnius, Lithuania

- Handled contract management, vacation scheduling, and invoice administration
- Coordinated monthly reconciliations, and supported debt monitoring / Oversaw debt monitoring and monthly reconciliations with clients
- Coordinated documentation for audits and assisted retail/wholesale operations
- Regularly supported communication with clients and internal departments

**Earlier Career (Various Transport Companies)***Administrator / Sales Consultant*

2000 – 2010, Vilnius, Lithuania

- Sold international tickets; transitioned to digital ordering systems
- Responsible for order handling, cash desk, and reporting
- Managed schedules, leave tracking, and document support

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**Languages:**

- Lithuanian (native)
- English (professional fluency)
- Russian (basic working proficiency)