



Jana
Ramuse

DATE OF BIRTH:
03/04/1994

CONTACT

Nationality: Latvian

Gender: Female



Vārnu 9
1009 Rīga, Latvia



jana.ramuse@gmail.com



(+371) 26382084



www.linkedin.com/in/jana-ramuse

WORK EXPERIENCE

16/09/2020 - CURRENT – Riga, Latvia

Marketing manager

EV FizioFit

Marketing:

- Creating new website (www.evfizio.fit);
- Social network administration;
- Preparation of advertising material;
- Layout of the necessary marketing materials;

Additional responsibilities:

- Administration duties;
- Customer support;
- Accounting.

15/06/2020 - 15/09/2020 – Smārde, Latvia

Project coordinator

Valguma Pasaule (SIA LA Valgums)

Seasonal (summer) project management from A to Z:

- Setting goals for events at the beginning of the season;
- Event production;
- Project progress tracking;
- Communication with artists;
- Team management (3 - 6 people);
- Event scenography;
- Control of the circulation of the required documents (permits, contracts, invoices, etc.)

Marketing:

- Creating of the website www.valgumapasaule.lv (on wix.com)
- Social network administration;
- Preparation of advertising material;
- Preparation and sending of press releases;
- Layout of the necessary marketing materials.

Administration

- Welcoming hotel guests;
- Invoicing;
- Customer support (oral, written in LV, ENG, RUS);
- Daily supervision of maids and technical staff.

02/2018 - 08/2019 – Riga, Latvia

Special project manager

VSIA Latvijas Koncerti

Main Chamber music concert project coordinator:

- To prepare concert projects, starting with the development of estimates, organization of business meetings, collection of information;
- To manage concert projects - guest artist service management activities - reservation and purchase of air and land transport tickets, hotel reservation, reservation of rehearsal venues if necessary, planning and implementation of guest artist's accompanying functions, other activities;

- To ensure the successful course of the concert in accordance with the concert plan;
- Prepare reports on the use of funding for the managed project

Rīga, Latvia

10/2017 – 02/2018 – Riga, Latvia

● **Project coordinator**

Orchestra RIGA

- To prepare concert projects, starting with the development of estimates, organization of business meetings, collection of information;
- To manage concert projects - guest artist service management activities - reservation and purchase of air and land transport tickets, hotel reservation, reservation of rehearsal venues if necessary, planning and implementation of guest artist's accompanying functions, other activities;
- To ensure the successful course of the concert in accordance with the concert plan;
- Prepare reports on the use of funding for the managed project

Rīga, Latvia

02/2015 – 10/2017 – Riga, Latvia

● **Curriculum administrator/Assitant**

Zinātkāres centrs ZINOO

Assiting:

- Work with a cash register;
- Welcoming guests;
- Duties as a guide inside of the curiosity center;

Curriculum activities:

- Arranging and conducting various classes, team building excercises;
- Assistance in children's summer camps, thematic events;

Rīga, Latvia

07/2017 – 09/2017 – Riga, Latvia

● **Events assistant**

State Academic Choir LATVIA

Responsibilities of assisting the producer during the festival:

- office work;
- work at the concert venue during rehearsals / concerts;
- delivery of marketing materials;
- welcoming guests

Rīga, Latvia

10/2014 – 05/2016 – Riga, Latvia

● **Conference and event assistant**

Latvian Academy of Culture, theatre house "Zirgu pasts"

Main assitant during various events:

- office work;
- work at the concert venue during rehearsals / plays;
- delivery of marketing materials;

- welcoming guests
- communication

EDUCATION AND TRAINING

09/2019 - CURRENT – Honkonga

MPhil in Sociology

Lingnan University

EQF level 7

09/2013 - 06/2017 – Rīga, Latvia

Bachelor of Arts

Latvian Academy of Culture

EQF level 6 | www.lka.edu.lv

09/2010 - 05/2013 – Rīga, Latvia

Secondary education

Riga Secondary School of Culture

EQF level 4

LANGUAGE SKILLS

MOTHER TONGUE(S): Latvian

English

Listening
C2

Reading
C1

Spoken
production
C1

Spoken
interaction
C1

Writing
C1

Russian

Listening
A2

Reading
A1

Spoken
production
A2

Spoken
interaction
A2

Writing
A1

Spanish

Listening
A1

Reading
A1

Spoken
production
A1

Spoken
interaction
A1

Writing
A1

DIGITAL SKILLS

Microsoft Office: Word, Excel, Access, Power Point, Outlook. | Web Design (WordPress, Wix) | Graphic Design | Online teamwork | Social network management

DRIVING LICENCE

Driving Licence: **B**

ORGANISATIONAL SKILLS

● **Organisational skills**

- Very good organizational skills acquired while working as a project manager for three years
- Good team leadership skills acquired by preparing and leading classes for children and seminars for undergraduate students in Hong Kong
- Great self-organisational skills

COMMUNICATION AND INTERPERSONAL SKILLS

● **Communication and interpersonal skills**

- Very good communication skills with children acquired by leading classes and working as a guide;
- Excellent business communication skills acquired while working as a project manager
- Excellent customer service skills

OTHER SKILLS

● **Job-related skills**

- acquired mentoring skills by leading a basic course in sociology for undergraduate students at Lingnan University in Hong Kong;
- knowledge of the specifics of academic work;
- I am very familiar with the work of the office and related processes;
- I know the basic principles of the operation of the state organisations and the circulation of documentation;
- I am familiar with business etiquette;
- Have good skills in working with cash registers;