

Lina Šyvokienė

- Web Developer -

☎ +370 650 59557 ✉ linagriciute.g@gmail.com



Lina Šyvokienė



Linasyvokiene



• EXPERIENCE •

Senior Specialist

Parliament of the Republic of Lithuania

2014 – Present

Procurement specialist

UAB Circle K Lietuva

Oct 2009 – Jul 2013

Credit Underwriter

EH Kreditversicherung's AG

/Subsidiary of Allianz SE/

Jan 2005 – Jul 2009

Specialist

Parliament of the Republic of Lithuania

2002 – 2005

Engineer assistant in IT department

Parliament of the Republic of Lithuania

1999 – 2002

Work in IT department with the Register of Legal Acts: registration and systematization of legal acts, editing and controlling general database.

Coordination of main procurement activities: tendering, negotiating, leading and controlling, supply process regulation. Active cooperation with related business units both locally and internationally in order to assure appropriate, effective and economical result of goods and services procurement.

Analysis of financial information, evaluation of companies' creditworthiness, risk assessment, collection of financial information, risk monitoring, preparing and presenting proposals of risk assessment decisions for the Credit committee.

Coordination of documents flow of the department, preparing and organization of department's internal database, office administration.

Assisting in historical movies creation and documents recovery, work with internal LRS database, help during the Parliament elections.

• EDUCATION •

CODE ACADEMY

Full Stack Courses

July 2018 – Sept 2018

CODE ACADEMY

Front End Courses

March 2018 – May 2018

VILNIUS UNIVERSITY

Insurance management (Master's degree)

2006 – 2008

LITHUANIAN UNIVERSITY OF EDUCATIONAL SCIENCES

Economy and business fundamentals (Bachelor's degree)

2002 – 2006

VILNIUS COLLEGE

Office administration (Higher edc.)

1998 – 2001

• IT SKILLS •

HTML, CSS, Responsive design, Bootstrap, Flexbox, Media Query, Chrome web dev tools, GitHub, JavaScript, JavaScript API's, PHP, MySQL.

• TRAININGS •

- Negotiating skills courses („Scotwork“)
- Information and communication technologies qualification courses (Lithuanian Institute of Public Administration)
- Public administration system and legal principles of administrative activities qualification courses (Lithuanian Institute of Public Administration)
- Office-work qualification courses (Lithuanian Institute of Public Administration)

• LANGUAGES •

- Lithuanian - native
- English - good verbal and written
- Russian – very good verbal and written
- German – fundamentals

• PERSONAL QUALITIES •

Hard working, business oriented, flexible, communicative, precise and responsible. Analytical, writing and teaching skills.