

Meirunas Smitas

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PERSONAL PROFILE

An organised individual with excellent customer service and attention to detail. Able to work independently as well as part of a team. Willing to take on any tasks to get the work done, with a great desire to learn new skills. Looking for an exciting position in a busy organisation that offers lots of variety and challenging duties.

KEY SKILLS

- Good customer service skills
- Self-motivation and ability to take the initiative
- Team working skills
- Good communication skills
- Able to work well under pressure
- Adobe Cloud
- MS Office

EXPERIENCE

- **Iron Mountain** Hoddesdon
Digital Solutions Operative *Jun 2024 - Jan 2025*
 - Inputting client data on to company databases
 - Documents quality control
 - Scanning documents
 - Executing ad-hoc administrative and site support duties
 - Dealing with confidential and top secret documents at data centre
- **Iron Mountain** Hoddesdon
Data Entry Clerk *Mar 2024 - Jun 2024*
 - Capturing key information from digital copies of confidential documents
 - A performance driven operation with tight deadlines
 - Carrying out ad-hoc administrative and site support duties
- **Anglo Skills College** Hybrid
IT Administrator *Aug 2023 - Oct 2023*
 - Procuring, maintaining, and administering computers and office equipment
 - Serving as administrator for various corporate software systems
 - Providing support and resolving IT-related issues for colleagues
 - Updating, improving and developing website using WordPress and Elementor
 - Developing and administering Virtual Learning Environment (Moodle)
- **28b** Hybrid
Junior Developer *Mar 2020 - Jun 2023*
 - Implementing Digital Sales Aids for iOS/Web platforms using the Veeva and IQVIA APIs that helped clients with their sales
 - Developing responsive emails on CRM, Salesforce and iPad
 - Implementing internal tools that helped increase the software quality and accelerated the delivery process
 - Using code standard guidelines and best engineering practices, such as code reviews, Git branching strategy and CI/CD
 - Improving internal documentation (Company Wiki)
- **Capital City College Group** London
Data Entry Clerk *Jun 2011 - Jul 2014*
 - Inputting current student data in Microsoft Excel worksheets within set deadlines
 - Performing calculations by using formulas such as total number of users and transferring this to Career Adviser
 - Developing spreadsheets with graphs and charts including numerical student data
 - Manually checking student data to ensure it was correctly entered
 - Assisting Career Adviser with Microsoft Office and email functions

EDUCATION & TRAINING

- **Queen Mary University**
PGC in Computer Science 2018
- **University of Westminster**
BSc Computer Science (1st) 2018
- **Conel College (Pearson)**
BTEC Level 2, 3 and 4 in IT and Computing and Systems Development 2011/2014

HOBBIES & INTERESTS

I enjoy travelling and exercising. I like playing games and watching movies.

REFERENCES

References available on request.