



Full Name:	Vaidas Simkus
Nationality:	Lithuanian
Mobile Number:	07909853777
Email Address:	vaidas@simkus.co.uk
Home Address:	34 White Woman Lane Norwich, NR6 7JB

Description:

As a dedicated IT enthusiast with experience in computing and a basic understanding of programming languages such as Java and HTML, I am passionate about leveraging technology to solve complex problems and improve efficiency. As a friendly team player and fast learner, I thrive in collaborative environments and enjoy working with others to achieve shared goals. With my strong technical skills and eagerness to learn, I am confident that I can make a positive impact on any IT team.

Job objective:

To obtain a challenging and rewarding IT position in a dynamic organization where I can leverage my technical skills and passion for innovation to develop and implement effective solutions that improve business operations and drive growth.

Skills:

- Java programming and Solidity development for blockchain applications
- Self-taught in HTML and website design
- Proficient in Microsoft Word, Excel, PowerPoint, and Access
- Completed Essential IT Skills online course.
- Completed Recruitment Consultant course and received Level 2 certification.

Experience:

Delivery Driver

Natures Menu

March 2022 - Present (Part-time)

- Provide exceptional customer service while delivering goods to customers on time and in a safe manner.
- Develop efficient routes and adapt to changing traffic and weather conditions to ensure timely delivery.
- Utilize navigation and tracking technologies to optimize delivery routes and improve efficiency.
- Pursuing IT coursework to transition into an IT career, building skills in programming languages like Java and HTML
- Demonstrating commitment to my career transition by balancing work and education responsibilities

Site Manager / IT Supporter

L&B Building Solutions LTD

August 2020 – March 2022

- Managed multiple building sites simultaneously, ensuring that projects were completed on time, within budget, and to client specifications.
- Coordinated with subcontractors and suppliers to order materials, schedule deliveries, and maintain inventory levels.
- Supervised a team of 15 employees, providing guidance, training, and support to ensure that work was completed to a high standard.
- Oversaw health and safety on site, conducting regular risk assessments and ensuring that all workers adhered to safety protocols.
- As IT supporter, maintained and secured the company's computer systems, including troubleshooting technical issues, installing software updates, and implementing security measures to prevent cyber-attacks.
- Provided technical support to employees, resolving IT-related issues in a timely and effective manner.
- Demonstrated strong organizational and communication skills, effectively balancing the demands of site management and IT support responsibilities.

Delivery Driver / Supervisor

UK Solutions Ltd

May 2019 - August 2020

- Delivered goods to customers on time and in a safe manner, utilizing navigation and tracking technologies to optimize delivery routes and improve efficiency.

- Supervised a team of delivery drivers, providing guidance, training, and support to ensure that deliveries were completed accurately and efficiently.
- Conducted regular inventory checks and maintained accurate records of goods in stock and orders fulfilled.
- Demonstrated strong communication skills, liaising with customers and responding to queries and complaints in a timely and professional manner.
- Assisted with other duties as required, including loading and unloading goods, cleaning and maintaining vehicles, and completing paperwork and documentation accurately and efficiently.

Traffic Clerk

DX Freight

February 2019 – May 2019

- Monitored the location and progress of drivers throughout the day, using GPS and other tracking technologies to ensure timely delivery of goods.
- Communicated with drivers via phone and messaging systems, providing updates on delivery schedules and addressing any issues or concerns that arose.
- Coordinated with warehouse and loading personnel to ensure that goods were prepared and loaded onto delivery vehicles in a timely and efficient manner.
- Debriefed drivers at the end of their shift, collecting and processing paperwork and documentation, and reconciling delivery records with customer orders.
- Demonstrated strong attention to detail and organizational skills, accurately maintaining records and documentation, and effectively communicating with multiple stakeholders.

Delivery Driver

Yodel

October 2018 - February 2019 (Seasonal)

- Delivered packages and goods to customers in a timely and safe manner, utilizing navigation and tracking technologies to optimize delivery routes and improve efficiency.
- Ensured that all deliveries were completed accurately and to customer specifications, communicating with customers and responding to queries and complaints in a timely and professional manner.

- Conducted regular inventory checks and maintained accurate records of goods in stock and orders fulfilled.
- Demonstrated strong time management skills, effectively balancing the demands of a high-volume delivery schedule and completing deliveries within tight timeframes.
- Assisted with other duties as required, including loading and unloading goods, cleaning and maintaining vehicles, and completing paperwork and documentation accurately and efficiently.

Delivery Driver / IT Student

Agency Work

July 2018 - September 2018

- Worked for multiple delivery companies as a driver, providing efficient and reliable delivery services to customers.
- Demonstrated strong time management and organizational skills, effectively balancing the demands of a high-volume delivery schedule and meeting customer requirements.
- Completed the IT Essentials online course, gaining a foundational understanding of computer hardware, software, and networking concepts.
- Developed an interest in IT and began exploring potential career opportunities in the field.
- Demonstrated flexibility and adaptability by working in multiple roles and industries, including both delivery and IT, during a transitional period in my career.

Delivery Driver / Team Leader

UPS

February 2016 - July 2018

- Provided efficient and reliable delivery services to customers, utilizing navigation and tracking technologies to optimize delivery routes and improve efficiency.
- Coordinated with warehouse and loading personnel to ensure that goods were prepared and loaded onto delivery vehicles in a timely and efficient manner.
- Supervised a team of delivery drivers, providing guidance, training, and support to ensure that deliveries were completed accurately and efficiently.
- Demonstrated strong communication skills, liaising with customers and responding to queries and complaints in a timely and professional manner.

- Assisted with other duties as required, including loading and unloading goods, cleaning and maintaining vehicles, and completing paperwork and documentation accurately and efficiently.
- Demonstrated effective leadership skills, delegating responsibilities and effectively managing a team of delivery drivers to meet tight deadlines and customer expectations.
- Developed strong problem-solving skills, addressing issues and challenges that arose during the delivery process and implementing effective solutions to ensure timely and accurate delivery.

Self-Employed Delivery Driver

Courier Company

April 2013 - February 2016

- Provided delivery services for high-value products, demonstrating a strong commitment to security, safety, and professionalism in every delivery.
- Coordinated with customers and shippers to ensure timely and accurate delivery of goods, communicating updates and addressing concerns or issues that arose.
- Developed strong time management skills, effectively balancing the demands of a high-volume delivery schedule and meeting customer requirements.
- Demonstrated effective problem-solving skills, addressing issues and challenges that arose during the delivery process and implementing effective solutions to ensure timely and accurate delivery.
- Maintained accurate records of goods in transit, completing paperwork and documentation accurately and efficiently.
- Demonstrated a strong work ethic and entrepreneurial spirit, managing the demands of a self-employed delivery role and building strong relationships with customers and clients.
- Continuously sought out opportunities for professional development and improvement, taking courses and attending training sessions to improve delivery skills and knowledge.

Recruitment Consultant / Sales Manager

Felixtowe Work Forces Recruitment Agency

October 2011 - March 2013

- Managed recruitment processes for a variety of clients, providing effective staffing solutions that met their specific needs and requirements.
- Developed and maintained strong relationships with clients and candidates, providing exceptional customer service and support throughout the recruitment process.
- Successfully sourced and recruited top-quality candidates for a range of industries, utilizing a variety of recruitment methods, including online job boards, social media, and direct sourcing.
- Coordinated with hiring managers and client representatives to conduct interviews, assess candidates, and negotiate job offers.
- Led sales efforts for the agency, identifying new business opportunities and building relationships with potential clients.
- Successfully secured new contracts with clients, resulting in increased revenue and growth for the agency.
- Supervised and managed a team of recruiters, providing training, support, and guidance to ensure their success and professional development.

Education:

Rietavas College, Lithuania - Engineering qualification, July 2002

Summary:

IT enthusiast with a solid foundation in Java programming, HTML, and website design, eager to contribute to a dynamic organization. Possesses a diverse background that includes experience in delivery, site management, and recruitment consulting, demonstrating adaptability and strong work ethic. Adept at providing IT support and applying technology to improve efficiency. Thrives in collaborative environments, with excellent communication and problem-solving skills. Committed to continuous learning and professional development in the IT field.