



# SIMON PASKE

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## SUMMARY

I am a computer science graduate with a strong track record of delivering successful projects for clients. Through my experience working with diverse clients, I have developed a deep understanding of their needs and priorities, and I am able to tailor my approach accordingly. I am highly collaborative and thrive in team environments, always willing to go the extra mile to support my colleagues and achieve our shared goals. Most importantly, I am results-focused and committed to delivering high-quality work that meets or exceeds client expectations."



## WORK EXPERIENCE

**FREELANCE PHOTOGRAPHER**  
SELF-EMPLOYED, COPENHAGEN, DK  
2018-08 - PRESENT

Area, Denmark

- End to end organisation of sales and marketing activities
- Communication with customers, clarifying their requirements
- Ideas Generation
- Planning and coordination of photoshoots
- Post-processing activities
- Sales
- Accounting management

**LINEHAUL CONTROLLER**  
DHL AVIATION, COPENHAGEN, DK  
2020-10 - PRESENT

Capital Region, Denmark

- Prepare documents and CMR for departure
- Planning tasks to ease the work
- Ad hoc
- Receiving and departing trucks
- Inspect the vehicles for maintenance issues
- Moving trailers to the ports
- Creating images for inside use
- Member of the Change Ambassador program

I am a skilled Logistics Coordinator with expertise in transportation operations, including document preparation, workflow planning, truck receiving/departure, and maintenance inspection. Additionally, I have experience contributing to marketing efforts by creating images. As a Change Ambassador, I am committed to driving continuous improvement and fostering innovation within the organization. With a proven track record and a commitment to ongoing learning, I am confident in my ability to make a meaningful contribution to any organization..

**WAREHOUSE CO-WORKER**  
L'ORÉAL  
2014-11 - 2018-07

Copenhagen Area, Capital Region, Denmark

- Refilling stocks
- Picking and packing Items/pallets
- Unloading and loading trucks
- Experience with SAP application
- Inventory

The job tasks include refilling stocks, picking and packing items/pallets, unloading and loading trucks, utilizing the SAP application for logistics processes, and managing inventory.

### NEWSPAPER DELIVERY

DAO DISTRIBUTION (DANSK AVIS OMDELING)

2012-12 - 2014-07

Randers Area, Denmark

- Delivery and distribution of newspapers in a timely manner.
- Preparing newspapers for delivery
- Office help

### IT SUPPORTER - OPERATOR

UAB ORIFLAME KOSMETIKA

2008-04 - 2011-01

Lithuania

As a local IT supporter at the office I was responsible for:

- reinstalling PC's software (Windows, Microsoft office and etc.)
- daily technical support for company employees
- making orders for new software and hardware equipment
- administration of the local network
- maintenance of the server

As an operator, I was responsible for the following tasks:

- Clarifying the needs of the consultants' reg. the products
- ordering the products from the support warehouse
- receiving and stocking delivery of goods
- replying to consultant quality claims

### CUSTOMER SERVICE REPRESENTATIVE

UAB TRASALIS - TRAKAI RESORT & SPA

2007-02 - 2008-06

Lithuania

- Management of room orders and payments
- Preparation of the conference halls
- Dealing with bookings by phone, e-mail, fax or face-to-face
- Completing procedures when guests arrive and leave
- Scheduling calendar and meetings
- Dealing with special requests from guests (like booking SPA programs or trips on the boats, storing valuable items and etc.);
- Answering questions about what the hotel offers and the surrounding area
- Dealing with complaints or problems

### DEBT COLLECTOR

DEBT ADMINISTRATION CENTER

2005-05 - 2005-09

- Contacting customers via outbound/inbound phone calls and emails to secure the balance of debt by negotiating payment terms and methods
- Providing help and guidance to the debtors on how to pay their debts
- Making reminders for debtors by phone and mail
- Maintaining up-to-date customer contact information in the collections systems

I was responsible for contacting customers through outbound/inbound phone calls and emails in order to secure payment for their outstanding debt. I negotiated payment terms and methods and provided guidance to debtors on how to pay their debts. Additionally, I made reminders for debtors by phone and email and kept customer contact information up-to-date in the collections systems.



## EDUCATION

### ONLINE DIPLOMA

CODE INSTITUTE

2023-01 - 2023-12

Web development.

HTML, CSS, JavaScript, Python

### BACHELOR'S DEGREE

VILNIUS BUSINESS COLLEGE

2008-09 - 2012-01

Vilnius Business College

Bachelor's degree, Computer Systems Networking and Internet Technologies • (2008 - 2012)



## SKILLS

DATA ANALYSIS



TROUBLESHOOTING



Out of the box thinking

TIME MANAGEMENT



Planning, organising

LEADERSHIP



Clear vision, making decisions, taking responsibility



## QUALIFICATIONS

Digital Photography  
Analytical Skills  
Customer Satisfaction  
Technical Support



## SKILLS

ENGLISH



DANISH



RUSSIAN



LITHUANIAN



## ACHIEVEMENTS

Skill set, allows me to consistently deliver outstanding results for every project



## CERTIFICATIONS

- Getting Started in Graphic Design
- Enhancing Your Productivity
- 5 Day Coding Challenge
- Digital Photography



## ASSOCIATIONS

Change Ambassador program (Member) at DHL Aviation  
Photography club member