

# ANELE RUBIN



## ABOUT ME

I came from writer's family, moved to Copenhagen with a huge ambitions to start my career as a writer and connect my life with writing stories and capturing everyday's magic. I am looking for a job to put my talents into practice in order to fulfill my personal ambitions and contribute to company's growth

## CONTACT

Unfortunately, few days ago my phone stopped functioning, so I could be reachable only via email:  
anele.rubin@gmail.com  
1995-09-23

## EXPERIENCE

### SENIOR ASSOCIATE, BANKING RECEIVABLE OPERATIONS | WESTERN UNION PROCESSING LITHUANIA | 2016 06 05 - 2018 08 24

- Communicated with internal and external banking business partners to ensure timely processed of payments
- I was screening incoming payments from business clients in multiple bank accounts
- Uploaded bank accounts and balances data into our internal systems and prepared various reports for department's business units
- Assisted Client Support teams in monitoring customer accounts
- Escalated issues within the team and internal or external business partners

### VP OF MARKETING & HR | AIESEC | 2016 07 01 - 2017 07 01

- I was responsible for HR management, recruitment and education of local committee (it varied between 30-40 members)
- I was managing our marketing's department, working with content writing - I was creating our committee's bi weekly newsletter; supporting different functional areas by creating various visuals for their ongoing projects
- I took part in organizing and hosting our weekly committee's meeting
- Facilitated twice in an induction conference for new members and took part in two international conferences in Turkey and Belgium.

### LONG TERM VOLUNTEER IN AN INTERNATIONAL PROJECT WITH YOUTH | PORTUGAL | 2015-03-03 - 2015-09-03

- I was working in two schools and day center, organizing extra curricular activities in order to contribute to children's educational and personal development

### WAITRESS | RESTAURANT "VEGAFE" | 2014 11 04 - 2015 03 01

- Served tourists and local clients by proving fast and friendly service, provided detailed information on menus and collected the bill
- Arranged table settings and maintained a clean dining area
- Made suggestions based on customer preferences
- Cooperated with kitchen staff

### BARTENDER & RECEPTIONIST | HOSTEL "JAMAICA" | 2014 04 15-2014 11 01

- Delivered a quality customer experience by engaging with the customers
- Made cocktails, served soft drinks, coffee and tea
- Welcomed guests, monitored mailbox and organized 2 social events

## SKILLS



## EDUCATION

VILNIUS UNIVERSITY, 2017  
BACHELOR OF ECONOMICS AND  
BUSINESS

KEA, PRESENT  
STUDENT IN MULTIMEDIA DESIGN AND  
COMMUNICATION