



Dovilė Keparutė

Junior front-end developer

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📍 Kaunas, Lithuania

SANTRAUKA

My greatest goal is to work as a developer and use technical knowledge to benefit other people and organisations. I am highly motivated to become a junior front-end developer. I have basic knowledge with proven records in designing websites and even if I am a beginner in the JavaScript programming language, I can assure you that my responsibility, motivation, innovation, diligence, positiveness and ability to work productively will show the results. For many years in the customer service field, I have developed good social skills to interact with a wide range of clients and cooperate with team members. I am eager to be challenged to grow and become a professional developer.

PATIRTIS

Client Support Manager

NordClinic, UAB

2019 05 - 2021 05

- Strong organizational skills.
- Communication skills.
- Interpersonal skills.
- Accounting and bookkeeping skills.
- Experience with technology and software.
- Problem-solving skills.
- Attention to detail.
- Customer service skills.
- Social media development.

Medical Office Administrator

Grožio Chirurgija Clinic, UAB

2016 03 - 2019 05

- Entering data into an electronic system and verifying insurance.
- Coordinating the daily operations of the physician office, including the medical records process, controlling the front desk, accounts payable, office supplies.
- Monitoring and auditing cash/payment funds.
- Daily reconciliation of charges and payments.
- Responsible for coordinating and managing all processes of the front office.

Front Desk Administrator

Monte Pacis, UAB

2015 01 - 2016 03

- Interpersonal communication.
- Written communication.
- Active listening.
- Use of foreign languages (English, Russian).
- Attention to detail.
- Scheduling.
- Stress management.
- Problem-solving.
- Customer service.

- Flexibility.
- Physical stamina.
- Computer literacy.
- Phone etiquette.
- Teamwork.

Office Administrator

2014 08 - 2014 12

Papyrus, UAB

- Order and maintain all office-related supplies.
- Organize company events, meetings, and conferences.
- Supervise, monitor and delegate work to administrative staff as needed.
- Arrange and book travel and accommodations.
- Respond to correspondence, complaints and inquiries.
- Provide backup support to other administrative staff as needed including answering phones, sorting and distributing mail, and preparing documents.

Office Administrator

2008 06 - 2008 09

Husqvarna Group, UAB

- Supervise, monitor and delegate work to administrative staff as needed.
- Arrange and book travel and accommodations.
- Respond to correspondence, complaints and inquiries.

IŠSILAVINIMAS

Javascript Developer

2021

Baltic Institute of Technology - Junior front-end developer

- JavaScript.
- HTML.
- CSS.
- React.js.
- Node.js.
- MySQL.

E-commerce agent

2016

Kauno maisto pramonės ir prekybos mokymo centras - Post-secondary non-tertiary education

- Software development.
- SEO.
- Data analytics.
- Marketing.
- Data Analysis.
- Design.

I have had an amazing experience at EcoTurkey company in England to improve my skills.

English Phylology

2014

Vilniaus universitetas / Vilnius University - Bachelor's degree

- Fluent oral and written communication skills in English.
- Have three months of experience translating technical production documents from English to Lithuania and versus.
- English language was developed and used daily in all previous works.

ĮGŪDŽIAI

JavaScript

Pagrindai

React.js

Pagrindai

HTML
CSS
Node.js

Vidutiniškai
Vidutiniškai
Pagrindai

MySQL
WordPress

Pagrindai
Pagrindai

KALBOS

English
Lithuanian

Laisvai
Gimtoji k.

Russian

Pagrindai