



Dovilė Keparutė

Junior front-end developer

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Kaunas, Lithuania

SUMMARY

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.

EXPERIENCE

Client Support Manager

2019 05 - 2021 05

NordClinic, UAB

- 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

2016 03 - 2019 05

Grožio Chirurgija Clinic, UAB

- 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 at virksciai
- 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

2015 01 - 2016 03

Monte Pacis, UAB

- Oral, written communication (English, Russian)
- Active listening
- 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 Lietuva, UAB

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

EDUCATION

Junior front-end developer

2021

Baltijos pažangių technologijų institutas / Baltic Institute of Technology

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

I am improving my skills at free coding sites as freeCodeCamp and Codecademy.

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 tourism company in England to improve my skills.

English Phylology

2014

Vilniaus universitetas / Vilnius University

- 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

I have had a great opportunity to improve my skills as a translator from English to Lithuanian language and vice versa.

SKILLS

JavaScript	Basics	React.js	Basics
Node.js	Basics	HTML	Basics
CSS	Basics	SASS	Basics
Bootstrap	Basics	jQuery	Basics

LANGUAGE

English	C1
Lithuanian	Native language
Russian	A1-A2

I appreciate your time in reading my CV!