



Evelīna Graumane

Nationality: Latvian **Date of birth:** 06/06/2004

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WORK EXPERIENCE

Statistical assistant

MSC [01/06/2021 – 01/08/2021]

City: Riga | Country: Latvia

- Enter data into computers for use in analyses and reports.
- Check source data in order to verify it's completeness and accuracy.

Data entry operator

MSC [01/06/2022 – 01/08/2022]

City: Riga | Country: Latvia

- Entering data into database software and checking to ensure the accuracy of the data that has been inputted.
- Resolving discrepancies in information and obtaining further information for incomplete documents.
- Responsible for accurately entering important company data and keeping records up-to-date.
- Create and manage spreadsheets with large numbers of figures.

RPA developer

MSC [16/05/2023 – 17/05/2024]

City: Riga | Country: Latvia

- Automation Anywhere for task automation
- Power BI for insightful data visualization
- managed databases using SQL

EDUCATION AND TRAINING

Secondary school in mathematics and physics

Riga State Gymnasium No. 3 [01/09/2019 – 15/07/2022]

City: Riga | Country: Latvia

Computer Science

Riga Technical University [01/09/2022 – Current]

City: Riga

Game design

South-Eastern Finland University of Applied Sciences [25/08/2023 – Current]

City: Kouvola | Country: Finland

LANGUAGE SKILLS

Mother tongue(s): Latvian

Other language(s):

Russian

English

LISTENING C1 READING B2 WRITING B1

LISTENING C1 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2 SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Python / C# / PBI / SQL / Automation anywhere / Microsoft excel