



## Evelīna Graumane

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🌐 **Website:** <https://eeegrr.github.io/EG-Portfolio/>

### 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

- Algorithms and Data Structures: Efficient problem-solving techniques.
- Programming Languages: Proficiency in languages like Java, Python, and C++.
- Software Engineering: Software design, development, and project management.
- Computer Architecture: Understanding computer hardware and systems.

#### 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

LISTENING C1 READING B2 WRITING B1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

English

LISTENING C1 READING B2 WRITING 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