

PERSONAL INFORMATION	Rugilė Stasionytė
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WORK EXPERIENCE	
Client support specialist 2021 september- 2021 december	Online store “Imuperku”
	<ul style="list-style-type: none"> •Obtain and pass on the necessary information to customers in telephone calls and letters. •Get the necessary information about the expected arrival of the shipment in messages and pass it on to customers. •In the absence of the product, to make offers for the exchange of goods. •Communication with accountant, warehouse, courier service, leasing, purchasing managers. •Identification and routing of returned goods to owners or for refunds.
Internet shop manager 2019 june- 2020 january	“Veggo shop”
	<ul style="list-style-type: none"> •Maintaining the online store: updating the range, adjusting information on existing products, •Application of promotional prices, adjustment of the quantity of products for sale •Importing data about orders into "Rivile". •Customer advice by phone, e-mail and in the shop. •Acceptance, preparation and dispatch of orders •Customer service in a physical store (working with a cash register) •Forming orders for store replenishment •Translation, formatting, printing of stickers for new goods •Formatting and printing of product prices •Monitoring of product expiration dates and applying promotions •Filling the shelves with goods •Maintenance of cleanliness
Babysitter 2017 august- 2018 august	<ul style="list-style-type: none"> •1 year 3 months - 2 years. 3 months childcare indoors and outdoors •Cooking •Maintenance of cleanliness •Monitoring and training of the child's intellectual, physical and emotional development •Communication with parents
	Republican Vilnius University Hospital. The emergency department
Medical registrator 2016 m. october- 2017 m. june	<ul style="list-style-type: none"> •Patient registration and referral to the appropriate specialist •Management of documents related to patient registration and hospitalization •Cooperation with the hospital staff

	●Call management, information provision	
EDUCATION AND TRAINING		
PHP programmer modular vocational training program 2018m. march- 2019 m. august	Baltic institute of technology	
Vocational training program for jewelry making 2018m. november- 2019 m. february	VšĮ Valakupių rehabilitation center	
Bachelor studies in psychology (unfinished) 2009 september- 2011 may 2013 m. september - 2015 m. may	Vilnius University	
Secondary education 2005 m. rugsėjis – 2009 m. birželis	Alytus Jotvingiai gymnasium	
Lower secondary education 1997m. september- 2005m. august	Altus Likiškėliai secondary school	
Basic musical education 1997 m. september- 2004 m. june	Alytus music school	
	Specialty: choral singing	
PERSONAL SKILLS		
Languages	Lithuanian	Native
	English	C1
	Russian	A1
	Levels: A1/2: beginner user - B1/2: advanced user - C1/2: proficient user	
Personal qualities	Responsibility, creativity, attentiveness, analytical thinking, sense of humor, patience, attention to details.	
Leisure time interests	Crafts, psychology, cooking, meditation, learning about nature	