


PERSONAL INFORMATION	Rugilė Stasionytė
	Lazdynėlių 8-32, Vilnius 📍
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WORK EXPERIENCE	
Client support specialist 2021 september - 2022 january	Online store “Imuperku”
	<ul style="list-style-type: none"> • Obtain the necessary information in telephone calls and letters and pass it on to customers • Receive the necessary information about the expected arrival of the shipment in messages and pass it on to customers • To make offers for the exchange of goods in the absence of the product • Communication with accountant, warehouse, courier, leasing, purchasing manager • 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 october - 2017 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 2021 march - 2022 august	Baltic institute of technology	
Vocational training program for jewelry making 2018 November - 2019 february	VšĮ Valakupių rehabilitation center	
Bachelor studies in psychology (unfinished) 2009 september- 2011 may 2013 september - 2015 may	Vilnius University	
Secondary education 2005 september – 2009 june	Alytus Jotvingiai gymnasium	
Lower secondary education 1997 september - 2005 august	Altus Likiškėliai secondary school	
Basic musical education 1997 september- 2004 june	Alytus music school	
	Specialty: choral singing	
PERSONAL SKILLS		
Languages	Lithuanian	Native
	English	C1
	Russian	B2
	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, movies, friendship.	