



Emma Litvin

✉ emmalitvin90@gmail.com

☎ +46 72-014 55 16

📍 Gothenburg, Sweden

🌐 linkedin.com/emma-litvin-62320025b

🌐 https://litvem.github.io/

SUMMARY

A highly motivated person with experience working in an international environment, solid administrative and organizational skills, experienced in problem-solving and achieving high results, and an excellent team player. Currently developing knowledge and skills in the field of Software Engineering and Management.

EXPERIENCE

Part-time Worker

Volvo Penta Jun 2023 - Present

Roles & Responsibilities:

- Assist Demand Managers with a variety of tasks (incl. statistical forecast, items member management, engine ratios, attach rate driven forecast for non-engines, update financial estimates)
- Prepare MS PowerPoint presentations and work instructions.

Teaching Assistant

University of Gothenburg Aug 2022 - January 2024

Roles & Responsibilities:

- Assist students during exercise sessions
- Provide feedback to students' assignments and documentation
- Host meetings with teams to check their progress.

Sales Assistant Specialist

HPS Play Trading LLC Jan 2020 - Aug 2020

Roles & Responsibilities:

- Assist CEO and Key Account Manager with administrative duties and a variety of administrative tasks (incl. managing appointments/meetings, detailed travel plans, itineraries and agendas)
- Arrange documents and tender submittals
- Calculate, prepare quotations, make contacts with clients
- Manage documents for overseeing projects.

Coordinator

Jumeirah Hotels and Resorts Sep 2013 - Dec 2019

Roles & Responsibilities:

- Time management (preparing weekly schedule, tracking work hours)
- Team management (assisting with the conduction of interviews for new hiring, evaluating current employees and assisting them with individual development plans, maintaining records of colleagues' misconduct and reporting them to company HR)
- Logistics management (placing and tracking orders, following up orders with the Supply Chain & Logistics department and suppliers directly)
- Finance management (preparing and tracking CAPEX documents, contract and tender documents, preparing and submitting monthly accruals and departmental cross charges, processing and filing invoices from vendors)
- Office administration (preparing and communicating daily morning briefing minutes, managing phone calls and correspondence (emails, letters, etc.), reserving conference spaces for meetings/events)
- Event planning (planning events with other departments, ordering and organizing timely delivery of supplies, controlling setup and payment).

TECHNICAL SKILLS

- Java, JavaScript, C, C++, Python
- Vue.js, Node.js, Django
- HTML, CSS, Bootstrap
- SQL, MongoDB
- Draw.io, Figma, Miro, Trello
- Microsoft 365
- Discord, Slack, GitHub
- ADACO, RapidResponse

PERSONAL SKILLS

Time Management	■ ■ ■ ■ ■
Strong Work Ethics	■ ■ ■ ■ ■
Organizational Skills	■ ■ ■ ■ ■
Negotiation Skills	■ ■ ■ ■ □
Teamwork	■ ■ ■ ■ □
Patience	■ ■ ■ ■ □
Written and Verbal Communication	■ ■ ■ ■ □

LANGUAGES

English	■ ■ ■ ■ ■
Russian	■ ■ ■ ■ ■
Swedish	■ □ □ □ □

EDUCATION

Bachelors in Software

Engineering and Management

University of Gothenburg

Sep 2021 - Present

Masters in Economics,

Management and Pedagogics

Chelyabinsk State Agroengineering

Academy

Sep 2007 - Jun 2012