

Curriculum Vitae

Juta Lockey DOB: 29.11.1988, Loiskekuja 1 C 37 Vantaa 01600,

Mobile: 0402544777, Email: jutasoonurm@hotmail.com, Portfolio address: lockey2021.github.io/juta_portfolio/

Skills:

Lua, C, C++, KNX, OCPP, Javascript, HTML, CSS, React, i18next, React Native, Node.js, MongoDB, Azure, Electrical systems, Leading teams, Agile, Scrum, Unity, C#, Typescript, SCSS, Java, Python, SQL, NoSQL, Arduino, Raspberry Pi, Soldering, Cybersecurity, Powershell, ERD plus, Github, Trello

Profile:

Organised, highly motivated, friendly, outgoing, bubbly, enthusiastic, ambitious and hard working is the best way I could describe myself. My personality is easy going, however I am highly driven on improving my past and present qualities to a higher level. I am a good team player and also capable of working very well independently. I have a caring side and enjoy assisting and helping others. I am used to targets and working in different environments. I always keep up to date on latest technology. I am fluent in English and Estonian and good proficiency in Finnish. I have recently graduated from Varia vocational school with a degree in IT that specialises in software development with an average grade of **4,97**. I can start working for you straight away. I look forward to joining your company and your team.

Experience:

Lokkit Oy(internship)

August 2022- May 2024

Project manager internship

Interviewing and hiring team members, giving them access to the systems, creating systems that we will use during the project, promoting workers to scrum masters, building a system's architecture with the requests of the product owners including choosing the different tools and computer languages that we were using to create the products the product owners wanted, arranging meetings and regularly meeting with the team members and owners to discuss progress and assign tasks to the teams and also making sure the work progression is nice and smooth, ordering and purchasing devices needed for the project, dealing with the contracts for each member of our team, creating all of the learning resources for our new members, analysing all of the data we had and were getting from different team members.

Kotikatu Oy

February 2019- August 2021

Cleaner

Cleaning apartment buildings. Vacuuming, dusting, cleaning the stairs, toilets, saunas, drying rooms, wash rooms, bicycle storage areas and basements. Driving from building to building.

Siskon Oy

August 2018 – February 2019

Cleaner

Cleaning offices and apartment buildings. Vacuuming, dusting, washing the floors, kitchen, toilet, sauna, drying room, wash room, bicycle storage area and basement cleaning. Transporting our equipment to the client's place if they had no equipment.

Sivex Oy

April 2018 – August 2018

Cleaner

Cleaning people's homes, offices and apartment buildings. Vacuuming, dusting, mopping the floors, kitchen, toilet, shower cleaning. Driving from client to client. Transporting our equipment to the client's place if they had no equipment.

The UK Holiday Group

Finance assistant

August 2013- January 2018

Dealing with sales ledger, purchase ledger and payroll. Creating invoices, dealing with refunds, looking after different parts of the business, reconciling accounts, raising payments for purchase ledger, helping all of the other team members with anything that they need, doing anything that is asked from me either by my team leader, financial controller or assistant financial controller. Chasing customers for payments, learning as many new things that I could.

Country Fresh Direct

Telesales

August 2012- September 2012

Creating orders, sending out letters, duplicate invoices to customers if needed, filing delivery notes, responding to queries and prices requests. Resolving any issues. Helping with anything the manager requests.

Metfield Bakery**Sales order enterer**

April 2012- August 2012

Creating orders for customers, ingredients and office supplies, creating credit notes, sending out letters, price lists and re-issuing invoices, filing delivery notes, replying to queries and packing products.

Oak Manor Care Home**Care assistant**

September 2010- November 2011

Providing residents with daily care, assisting them to carry out daily activities, provide any meals and beverages for residents and visitors if needed.

Won't Stop Cleaning**Commercial Cleaner**

May 2008– September 2010

Contract cleaning for various companies, valeting cars, taking orders and dealing with customer queries, collecting payments, dealing with quotations.

Nordic Jetline**Sales Consultant (Transportation)**

February 2008 - May 2008

Selling tickets and giving out information, checking people in, maintaining business class by cleaning, ordering and restocking, sending and receiving deliveries from ships, dealing with cancellations and new bookings, assisting people with queries and complaints

Nordic Skyline**Receptionist/ Telephone operator**

April 2007 - February 2008

Handling different companies' calls, consultation services, I would deal with people in different languages Russian, Estonian and English, in rare occasions Finnish as well.

Revalekspress**Bartender/ Supervisor**

November 2006 - April 2007

Bartending, locking up the bar, responsible for all the workers when the manager wasn't there, managing the VIP area, stock control, cashing up, changing barrels, dealing with customer queries and complaints.

Tallinna Kaubamaja (Tallinn's department store)**Merchandise placer**

July 2006 - October 2006

Cleaning, putting out merchandise and assisting customers.

Ten Team**Telephone Sales**

January 2006 - May 2006

Selling literature on the phone

Educational Background:**Saku Gymnasium**

September 1996 - July 2006

AAT Level 2 Course

November 2012- August 2013

Finnish accounting beginners course

April 2019- April 2019

Estonia centre in Helsinki:**Finnish language course A1.1- A2.1**

January 2020- February 2020

Finnish language course A2.2

March 2020 – April 2020

Varia vocational school

August 2021 – May 2024

Information and communication technologies degree with specialising in software development
Average grade: **4,97**

Languages:**Estonian:** Native / Bilingual Proficiency**English:** Native / Bilingual Proficiency**Finnish:** Professional Working Proficiency**Russian:** Elementary Proficiency**Hobbies and other information:**

I enjoy outdoor activities and travelling. I enjoy spending time with friends. I always work hard and I've been promoted many times. You can get more information about me and my work history upon request.