

# SANDIS SIRMAIS

## CONTACT

- ☎ +371 25641934
- ✉ sandissirmais8@gmail.com
- 📍 Latvia, Riga
- 🌐 sandissirmais.netlify.app

## EDUCATION

### PROFESSIONAL BACHELOR'S DEGREE IN E- BUSINESS MANAGEMENT

University of Latvia, Faculty of  
Business, Management and  
Economics

**2019 - 2023**

### GULBENE SECONDARY SCHOOL

**2002 - 2019**

## SKILLS

### HARD

HTML/CSS  
JavaScript  
Responsive Design  
Version Control/GitHub  
Testing/Debugging  
Browser Developer Tools  
WordPress Theme Development  
Figma

### SOFT

Problem-Solving  
Attention to Detail  
Time Management

## OTHER INTERESTS

Gaming  
Sports  
Personal Development

## SUMMARY

As a recent E-Business Management graduate from Latvian University, I'm actively pursuing roles in web development. I'm eager to learn and adapt, looking forward to managing, building, and improving various website projects. I'm committed to applying my foundational skills and knowledge to make meaningful contributions while growing and gaining expertise within this dynamic industry.

## EXPERIENCE

### WEBSITE BUILDER

FullMarketing, SIA Saules Piedzīvojums

**2023 - Present**

- Managed website operations across various websites, ensuring optimal performance.
- Troubleshoot and resolved web-related issues across projects
- Utilized WordPress for building and customizing themes from designs, ensuring visual consistency across websites

### ECOMMERCE COORDINATOR

UDENSPUDELE.LV, SIA HappyCard

**2022-2023**

- Managing the day-to-day operations of an e-commerce website, including product listings, order fulfillment, and customer service
- SEO and website optimization (Google Search Console, GA4, HotJar)
- Offers and invoices for B2C and B2B clients

### FRONT-END WEB DEVELOPER INTERNSHIP

Association "Trainee Academy", Riga

**2021 February – 2021 June**

- Learned front-end about new web development tools and standards
- Created a responsive dynamic WordPress website from a provided design in Figma

### AGRICULTURAL AUXILIARY WORKER

SIA "ARKA", Gulbene

**2018 June - 2018 August**

- Collaborated within a team to assist in various agriculture operations, ensuring all tasks were completed efficiently and in a timely manner
- Made first steps in working environment