



Sigita Amanda Uzule

DATE OF BIRTH:
13/06/2000

CONTACT

Nationality: Latvian

Gender: Female



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WORK EXPERIENCE

20/09/2018 - 29/03/2019

Practice

SIA "MVS centrs", "MC Alfa - mācību centrs"

Work-based learning (practice on Thursdays and Fridays)

- customer service
- record keeping works
- preparation of invoices, contracts

Riga, Latvia

12/02/2018 - 16/03/2018

Practice

SIA "Douglas Latvia"

- acceptance of goods
- customer service
- setting up price tags for goods
- money encashment

Riga, Latvia

25/09/2017 - 27/10/2017

Practice

SIA "Douglas Latvia"

- acceptance of goods
- price eviction
- preparation of goods for sale
- placement of goods in the trade hall

Riga, Latvia

05/06/2017 - 30/06/2017

Practice

Rimi Latvia, SIA

- preparation of goods for sale
- packing of products

-placement of goods in the trade hall

-customer service

-arrangement of a trade hall

Riga, Latvia

11/10/2016 - 18/10/2016

● **Shop assistant**

SIA Stockmann

Work during "Stockmann trakās dienas"

Rīga, Latvia

01/05/2019 - 30/06/2020

● **Project manager**

SIA "MVS centrs", "MC Alfa - mācību centrs"

-project writing (technical offer, financial offer, lecturers' CV)

-project implementation (some included coffee break preparation for conferences)

-preparation of reports, invoices

Riga, Latvia

EDUCATION AND TRAINING

01/09/2016 - 30/06/2020 - Riga, Latvia

● **Diploma of professional secondary education with the qualification "Commercial Employee"**

Riga technical school of tourism and creative industry

General education:

-Latvian, English, Russian, Mathematics, Chemistry, Literature, Latvian and world history, Economics, Sport, Physics

Professional subjects:

-Organization of work of the company

-Basics of Accounting

-Basics of Marketing

-Organization of sales of goods

-Record keeping

- Business Basics
- Professional computer programs
- Speech and movement culture
- Business communication
- Professional English

31/08/2020 - CURRENT - Denmark

● Academy Profession (AP) degree in Multimedia Design and Communication

Zealand Academy of Technologies and Business

LANGUAGE SKILLS

MOTHER TONGUE(S): Latvian

English

Listening B2	Reading B2	Spoken production B2	Spoken interaction B2	Writing B1
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Russian

Listening A2	Reading A2	Spoken production A2	Spoken interaction A2	Writing A1
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DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Outlook | Microsoft Powerpoint | Social Media Management (Facebook Twitter LinkedIn YouTube Instagram) | Google Drive

DRIVING LICENCE

● Driving Licence: B

ORGANISATIONAL SKILLS

● Organisational skills

-good organizational skills acquired by organizing events for peers

COMMUNICATION AND INTERPERSONAL SKILLS

● **Communication and interpersonal skills**

-excellent communication skills acquired while working with clients and colleagues

VOLUNTEER

● **Volunteer**

Volunteer work in the association "STREETBASKET" in 2016 - 2017

Volunteering at the 2016 World Floorball Championship (welcoming guests)

Volunteer work IWT Latvian Open 2016

Participation in Stopiņi district youth council in 2017

COURSES

● **Courses**

Certificate for 40-hour non-formal education course "Digital Marketing", 2019.

Certificate of professional development education, 160-hour program "Organization and service of conferences and seminars", 2019.