

Dmitrijs Vasilcenko

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EDUCATION

Aston University – Aston Business School	09/2016 - PRESENT
<i>Business Computing & Information Technology (BSc)</i>	
<i>Expected Grade: First Class (Honours)</i>	
“Norma” Private High School (Latvia)	09/2015 - 07/2016
<i>4 State Exams (Maths, English, Latvian, Russian)</i>	
<i>Grades from A to B.</i>	
“ISMA Premjers” Private Secondary School (Latvia)	09/2012 - 07/2015
<i>6 State Exams (Maths, Russian, English, Latvian, History, Physics)</i>	
<i>Achieved A grades in all modules.</i>	

WORK EXPERIENCE

Enactus Aston	09/2017 - PRESENT
<i>Communication Director - (Voluntary)</i>	
<ul style="list-style-type: none">Assessing staff performance and provide coaching and guidance to ensure maximum efficiency and managing over 50 volunteers in different areas of expertise.Ensure the smooth and adequate flow of information within the organisation.Planning and coordinating administrative procedures and systems and devising ways to streamline processes.	
EES Aston	01/2017 - PRESENT
<i>Finance Manager – (Voluntary)</i>	
<ul style="list-style-type: none">Oversee and present budgets, accounts and financial statements to the management committee and advise on society’s fundraising strategy.Managing the recording of transactions by all members in the society.Managing group of over 50 people.	
SPAR International	02/2017 - 06/2017
<i>Sales Assistant</i>	
<ul style="list-style-type: none">Delivered the highest level of customer service when handling customer queries.Developed the ability to work under pressure and to handle cash and card transactions.Assisted with the sales process by maintaining a fully stocked store.Was actively involved in the receiving of new shipments and maintained store to exceed customer cleanliness, comfort & convenience expectations.	

LANGUAGES AND IT KNOWLEDGE

- Russian (Native)
- Latvian (Bilingual)
- English (Fluent)
- Spanish (Intermediate)
- German (Intermediate)
- Initial skills in HTML, Pascal, CSS and MySQL
- Above average user of Adobe Photoshop
- Proficient user of Microsoft Office
- Have experience in working with programs such as Slack, Trello, Typeform, Google Forms, MailChimp and Facebook marketing
- Google Digital Marketing certificate

AREAS OF EXPERTISE

- Sales and Marketing
- Business Analytics
- Project Management
- Financial and Management Accounting
- Business Operations

INTERESTS

I have a keen interest in finance, marketing and IT. Also I read various books regarding psychology and philosophy. In my spare time I enjoy going to the gym, doing rock climbing and cycling. I also enjoy travelling and take and edit photographs.

REFERENCES

Sandra Benbow

Aston University Enterprise Consultant

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Paul Bocij

Senior Teaching Fellow at Aston Business School

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