Curriculum vitae

Vivienne Tamara Lorinczi

London | 07553517535 | [vivienne.2214@yahoo.com](mailto:vivienne.lorinczi@matchesfashion.com)

# personal profile

I am a positive, ambitious and energetic kind of person. In a work environment I would bring peace, productivity and time management skills. I am highly organised with great attention to detail and take pride in my ability to complete projects with tight deadlines efficiently.

# Experience

**GXO Logistics - Matchesfashion, London**

Administrative assistant | Warehouse operative || November 2019 – Present

**Outbound operations**:

* **Returns team – RTV (Return to vendor) Administrator** working to complete RTV projects that were a major business priority, requiring creative problem solving and organised data keeping completed to a high level. Three years of experience working with different features of Microsoft Dynamics NAV system.
* **Picking team – Super administrator** working with SLAs and managing people to fulfil the customers’ needs in time.

**Inbound operations** ~ Returns team – Warehouse operative

* **Administrator** – Working with relevant departments in carrying out and solving issues raised by colleagues.

**Extracurricular activities**

* Joint Consultative Committee (JCC) member – Working towards improving our culture on site creating a better place to work
* First Aid at Work – Three Day training provided by British Red Cross has been completed successfully.
* Returns App training – Helped in providing training for the department in using the newly launched Returns App.

# Education

**Diploma in Full Stack Software Development | Code Institute** | April 2022 – present

**Bachelor’s degree** | September 2016 – June 2019

Babes-Bolyai University Cluj-Napoca | Targu-Mures

Faculty of Psychology and Educational Sciences, Department of Pedagogy and Applied Didactics

**languages**

★★★★★ Hungarian (native)

★★★★☆ English

★★★★☆ Romanian

**courses**

* **Certificate in Advanced English, Cambridge Assessment English (CAE – C1)**
* **High School Certificate of Language Proficiency** (English)

# Extracurricular activities

**Volunteering**

* **Creactivity – “The Teleki Castle left on children's hands" |** June 2016 – June 2018

This event was held in Teleki Castle, Romania. The volunteers’ daily duties included the planning and execution of daily schedules, activities; supervising, helping and taking care of children.

* **“Together for children with cancer” |** December 2014 – December 2016

As a volunteer at this organisation my duties included: weekly meetings with the organisation where reviews and plans were made; taking part in trainings provided by the organisation; gathering money for the children in need by organising and taking part in activities, events.