

Curriculum Vitae

Education:

2009 - present College of Law - Law Studies (on leave);
2002 - 2005. Talsi second high school - secondary education;
1993rd - 2002. Talsi Primary-primary education.

In addition to education and courses:

12.09.2003-10.03 2004th English courses;
1993rd - 2000. Talsi music school;
05.08.2008. Training of an electronic cash register - a certificate;
2008th Clerical courses, 24 academic hours - a certificate

Work experience

2007 – 2008

Work Experience in Norway. Construction firms to maintain such records. Preparation of contracts, ensuring their legitimate conclusion. Set the same record-keeping system. Every employee hired to present the company's structure, internal rules and post instructions. Examination of documents received, and provide an answer to those documents. Provide employees with a safe working environment. Business correspondence and telecommunications with the Latvian construction companies and Norway.

14/07/2008 – 01/09/2010

Riga Latvian University Medical College - records manager. The inquiries and copies of documents and the transcript of the institution and for other purposes. Record the different types of applications. Prepare and store students' personal belongings. Register and issue orders. Letter-post processing and transmission. Documents electronically, in accordance with document development and design rules, file copying, the skills to handle fax, e-mail. Preparation of different reports LR IZM, University Senate, etc. public authorities. Business correspondence and telecommunications. To listen and solve problems associated with the study work. Working with a database WinStudent.

01/09/2010 - 15/10/2010

Riga Latvian University College of Medicine - Study methodology. The inquiries and copies of documents and the transcript of the institution and for other purposes. Record the different types of applications. Prepare and store students' personal belongings. Register and issue orders. Letter-post processing

and transmission. Documents electronically, in accordance with document development and design rules, file copying, the skills to handle fax, e-mail. Preparation of different reports LR IZM, University Senate, etc. public authorities. Business correspondence and telecommunications. Systematic basis, LU Riga Medical College in the study of materials analysis and evaluation, and develop proposals for development of training tools.

17/10/2010 - 20/05/2011

Ltd. Optical Services – Office Administrator. Coordinate and manage business office job: to organize the flow of information, ensure the preparation of the information, knowledge of company documentation, identify and formulate problems, to advise management on possible ways to participate in project development and coordination, control and coordinate the work of deadlines, represent the company in collaboration with partners and customers ; take a similar contents of tasks, manage other employees.

Language skills

Latvian language-native;
English - speaking and writing freely;
Russian-colloquial.

Computer skills

Windows 95 / 98 / 2000 / 2003 / 2007 environment, MS Word, MS Excel, MS Outlook, MS PowerPoint, MS Access 2007

Additional information

Hobbies and interests - travel, history, historical books and publications. Psychology

