

**PROFILE:**

- Selfmotivated, organized, responsive, accurate, honest, positive, lot of follow-up skills,
- self-driven and collaborate
- Discrete, can be team worker aswell as to work alone
- Helpful, loyal and aware of the customers and co-workers around
- Very action oriented. High level of work ethic, can rely
- Good stress resistance, never get stressed and thrown off balance or show frustration
- Not afraid of trying new things or challenging to learn new things
- Can shift “gears” with no problem
- Can deal with every task asked to deal with
- Able to take every cross training

**WORK EXPERIENCE:****VANCOUVER, BC, CANADA****Pricer-bag wall supervisor**, Value Village Stores Inc.( August 2010 – June 2011 )

Work with clients. Daily reports about displayed goods.

Main aim to get work experience and language improvement in Canada.

**LATVIA, EUROPE****Sales manager**, Friends Textile Ltd.( 1 yrs )

Work with clients, display goods, make monitoring in shops, offer assortment to shops, overview assortment changes, monitoring prices, moving promotions. High responsibility.

**Client manager**, Humana People To People Development organization (2 yrs)

Retail outlet work organization, planning and administrating. Work with clients, organize office work and attend meetings.

Participation in planning and implementation of promotion campaigns. Implementation of price and assortment policy according to local market situation. Reporting to local authorities and management. Filing as required, opening and sorting mail. Financial consultating.

**Manager assistant**, Gravox Ltd. (2 yrs)

Engraving service, gift shops in malls.

To solve daily routine of the shop and office, manage accounting and bookkeeping. Work with partners in Finland and Estonia. Work with clients, contract monitoring and office administrating.

**Manager assistant**, Baltic Watch Latvia Ltd.(2 yrs)

Company-wholesale of SEIKO group watches and clocks, Office administrating, shops administrating, bookkeeping data analyze and control, work with public authorities, clerical work, stock management, cargo processing, consistent contacts with providers from Finland, Italy and Estonia. Reports.

**Accountant-bookkeeper**, Lion Heart Baltic Ltd.(5 yrs)

Company structure-Exclusive goods Bang&amp;Olufsen trade and official dealer in Latvia. Fullfilling accountant function, financial reports to authorities, Accounts payable processing and matching, coding of invoices.

**Waitress – kitchen assistant**, Restourant „Ciecere” ( 1yrs)

## ACADEMIC QUALIFICATIONS

- 2002-2009 **University of Latvia** ( EU education)  
Social sciences, sale and management
- Additional info: acquisition of knowledge
- 1996 -1999 **International Higher School of Practical Psychology**, ( EU education)  
Psychology and Social Pedagogy. Second Level of Professional Education (EU Education)
- Additional info: Completed 3 courses from 4.
- 1993 -1994 **Latvia International Tourism College**, ( EU education)  
Small Business Management
- Additional info: Small Business Organization and Management ( major in Tourism )  
Completed. First Level of Professional Education

## LANGUAGE SKILLS

Latvian	native language
Russian	spoken Excellent, written Excellent
English	spoken Fluent, written Fluent
German	spoken Basic skills, written Basic skills

## COMPUTER SKILLS

**Daily user**

## ADDITIONAL SKILLS

**Practitioner –trainee of Indian traditional Ayurveda face and spinal massage/therapy**

Issued 05/23.2010 – Valid 05/22/2014 – **Sun Temple – Certificate** on participation in the educational seminar , training af Ayurveda, the subdivision of Hinduism Rigveda Upaveda - Indian traditional Ayurveda Kati Pristha&Nitamba and Mukha Abyanga massage/therapy, Spiritual practice of Hinduism God Dhanvantari helping achieve Samadhi.

## REFERENCES

Available upon request.