



Vaida Valindikevičiūtė

PERSONAL SUMMARY

Lawyer with a great academic track record from Danish and Lithuanian universities – who possesses responsibility, energy, a can do attitude and willingness to learn, arising from my previous work experience and law studies. Extensive experience and understanding of laws, EU regulations, legal codes and court procedures. Well organised and an excellent team player with a proven ability to work proactively in a complex and busy office environment.

Now looking for a new and challenging position in an international company, where I can add value by utilising my legal knowledge and international work experience.

PERSONAL DETAILS

Vaida Valindikevičiūtė
Lundtoftegårdsvej 15,4,mf
2800 Copenhagen

M. +45 31 66 86 22
E. vaidavalin@gmail.com

Date of birth: 27/08/1984
Nationality: Lithuanian

AREAS OF EXPERTISE

Legal research

Advisory skills

Document management

Customer service

Administrative support

Secretarial duties

Problem analysis

IT skills

PERSONAL SKILLS

Communication in foreign languages
(Danish/English/Lithuanian)

Reliable and adaptable

Ambitious & proactive

Organised and structured

Analytical

Attention to details

ACADEMIC QUALIFICATIONS

➤ 2011 - 2013: *University of Copenhagen, Master degree of law*

Courses taken: International Transport law, Human Rights, Health and Human Rights and etc.

Master's thesis in International Transport law "Carrier's liability under the Rotterdam Rules".

➤ 2007 – 2010: *Mykolas Romeris University in Lithuania, Master degree of civil law*

Courses taken: Civil law, Finance law, Labour Law, Intellectual law, Transport law, Criminal law, Bankruptcy law and etc.

Master's thesis in International law "Right to image in the jurisprudence of the Lithuanian courts and European Court of Human Rights".

➤ 2003 – 2007: *Mykolas Romeris University in Lithuania, Bachelor of law*

Courses taken: Civil law, Criminal law, European Union law, International law, Psychology and etc.

WORK EXPERIENCE

➤ **Embassy of the Republic of Lithuania, Denmark**

PERSONAL ASSISTANT

May 2013 –Present

Responsibilities:

- Being the first point of contact by phone, mail and e-mail for internal and external callers.
- General advices to both Lithuanian and foreign clients in relation with residence permits, passports, legalization of documents.
- Interpretation of Lithuanian and Danish legal acts and codes.
- Typing, formatting, amending notes, letters and other legal documents.
- Assisting consular in resolving legal issues.
- Acting as key stakeholder for legal communications between Danish Diplomatic and Consular posts and Lithuanian embassy.
- Coordinating and arranging meetings, dinners, events and diary schedules.
- Making travel and accommodation arrangements.

Hobbies

Sport

Travelling

Books

Politics

Psychology

References

Available on request.

► **Lithuanian Neighboring Rights Association, Lithuania**

CHIEF SPECIALIST

Nov 2007 – Feb 2009

Responsibilities:

- Primarily working as team lead in supporting the Division Manager in daily activities, which includes administrative duties of the office and covering the reception area.
- As client briefing representative, responsible to greet and hold discussions with clients who visit the office.
- Supervising the work of juniors in the team and assisting them whenever required.
- Handling incoming/outgoing calls, correspondence and filling. Drafting contracts in relation to Association numbers.
- Working on office tools – entering data accurately onto databases and Excel spreadsheets.

► **Regional Administrative Court, Lithuania**

COURT CLERK

July 2007 – Nov 2007

Responsibilities:

- Primarily fulfilling administrative duties at the court and assisting the judge.
- Organizing and maintaining documents and case files; Writing letters and summons; Keeping minutes of court sessions.

LANGUAGES AND IT SKILLS

English – full professional proficiency

Danish – good professional proficiency

Russian – limited professional proficiency

Lithuanian – native

MS Office: Word, Excel, PowerPoint, Outlook

Computer reservation system (CRS)

SAP Grundforløb