



Gerda Balzareviciute

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Birthdate: 28 February 1992

I am a self-driven, ambitious and reliable European Studies B.Sc. graduate with professional experience in administrative tasks as well as customer service orientated jobs. Working under pressure, multitasking and fast-moving environment is my preference. I have four years of international experience in Denmark that developed my intercultural mindset and skills. In my work, I strive to achieve progress for company and me. I have strong outgoing personality, great sense of humor and I love to learn and communicate with people.

Experience

- Now** I am an active job seeker in Copenhagen and studying Master in Business Administration online. I have private Danish classes in my spare time to improve my Danish.
- Feb.2015-Maj.2015** **Intern as Marketing Assistant in MiniBooster hydraulics.**
Marketing research on their expansion and export in Brazil was my focus. Work with distributors and search for new clients in international environment. Recommendation from President of the company was received for good performance.
- Jan.2015-Feb.2015** **Intern as Administration Assistant in Patalogisk Institut.**
Administrative ad hoc tasks, handling archival material, bookkeeping, handling mail, post and telephone calls in Danish.
- Sep. 2014 – Nov 2014** **Service Assistant in State of the Art Museum of Noah's Ark.**
Focus on Customer Services including reception support, guidance, survey and initialization. Work in the front desk as well as in the unique museum shop. Local vendor management as Museum is owned by Non-Danish organization. Working in international environment and constant communication in Danish, English and German languages.
- Sep 2013 - Jan 2014** **Intern as a Secretary in Municipality Council.**
Office procedures as planning work agenda, online management of legal documentations, protocol preparation and writing minutes of meetings from various Committees and Council meetings, planning City Mayor year meeting in Klaipeda. Recommendation letter from the City Mayor was received for good performance.
- Mar 2012 – Sep 2013** **Service Asistant in HavanaBar.**
Organizing events, promotion and other bar related tasks were performed. Student job which extended my network in Denmark and Danish language skills.
- Jan 2011- Jun 2012** **Volunteer in Communication department.**

In charge of all the various marketing, promotional and organization activities of events. Attended several team-building sessions. Participated in AIESEC conference, which provided leadership development, project management and strategy development seminars and team building exercises.

Education

- Jan. 2015- Jan 2016 **2nd Semester in Online Master in Business Administration in National Institute of Business Management.** 1-year course of Marketing, Finance, Business culture and economics.
- Sep 2011 - Jun 2014 **Bachelor degree in Science of European Studies with focus in International Politics and Economics** in Southern Denmark University, DK Sønderborg which included project management, IT and Business courses
- The final bachelor thesis topic was based on international politics and current events - "Russia's interference in Lithuania through soft power" which was written in collaboration with EU representative and political scientist.
- Sep 2009 – Jun 2011 **High School** with specialization in English, German, Lithuanian languages and History in Vytautas Didysis gymnasium, LT Klaipėda.
- Computer Skills** Proficiency in S Office – Word, PowerPoint, Excel, Microsoft Access and extend knowledge of ITIL course and SAP SD.
- Languages** Lithuanian - native.
English - professional working proficiency.
Danish - Danksuddanelse Modul 5, good working proficiency
Spanish, Russian & German - elementary proficiency.
- Additional courses**
- 2014** Intensive Danish language courses in 5 level.
2013 Professional makeup courses, LT Klaipėda.
2011 Intensive Danish language courses in college.
2011 IELTCS advanced courses of English language.
- Personal Abilities** Attention to detail.
Punctual and reliable.
Good written and verbal communication skills.
Able to work as part of a team or without supervision.
Ability to prioritize tasks & work without supervision.
- Interests** Traveling, makeup artistry, languages, reading, art history movies, dancing, and learning cross-cultural traditions.