

Curriculum Vitae

[Confidential]

Work experience

[Confidential]

12.2023 – Till present

Director and shareholder

A diversified leasing company offering its services to large, small and medium-sized businesses, entrepreneurs and startups in various industries and spheres of activity.

Responsibilities:

- Project office services
- Coordinate full-cycle project office services for clients.

[Confidential]

09.2015 – Till present

Assistant to the Head

Responsibilities:

- Compiling and preparing documents, presentations, reports, and other materials for the manager
- Conducting phone negotiations, meetings with clients, partners, and other company employees

[Confidential]

03.2015 – 09.2015

Secretary to the Head

Responsibilities:

- Tracking and processing incoming and outgoing correspondence, including emails, faxes, and regular mail.
- Monitoring and updating contact databases, documentation, and other necessary information for the manager's work.

[Confidential]

06.2014 – 02.2015

Secretary to the Head

Responsibilities:

- Managing the manager's calendar and scheduling meetings
- Organizing and coordinating business trips and travels, including booking tickets, hotels, and rental cars

[Confidential]

05.1993 – 06.2014

Secretary to the Head

Responsibilities:

- Maintaining documentation, including preparing and compiling reports, minutes, and other documents as requested by the manager
- Ensuring timely exchange of information between the manager and other team members or external parties

Education

University of Latvia

Bachelor of Law

Public activity & Interests

Conducted lectures and seminars for a wide audience on law, economics, and governance.

Actively collaborated with public and non-governmental organizations focusing on legal assistance issues to help expand access to quality legal services.

Languages

Estonian	Native
English	C2