

PERSONAL INFORMATION

Macijauskaite Egle

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WORK EXPERIENCE

2019–Present

Business Solutions Analyst

MindcruX Ltd, London (United Kingdom)

Assisting in Organisational Management workshop delivery

End to end project management

Liaising with current and prospective clients

2015–Present

Translator

Freelance, Remote (Remote)

Translation, revision and proofreading of various documents ranging from general topics to more specialised fields mainly for English -Lithuanian and Lithuanian - English language pairs.

2018–2019

Sales specialist

Itaka, Klaipeda (Lithuania)

Cooperate with clients to determine their needs and advise them appropriate destination, modes of transportations, travel dates, costs and accommodations

Provide relevant information, brochures and publications (guides, local customs, maps, regulations, events etc) to travelers

Book transportation, make hotel reservations and collect payment/fees

Use promotional techniques and prepare promotional materials to sell itinerary tour packages

Deal with occurring travel problems, complaints or refunds

Attend travel seminars to remain updated with tourism trends

Enter data into our software and maintain client files

Maintain statistical and financial records

Meet profit and sales targets

2017–2017

Revenue Accountant

Small Planet Airlines, Vilnius (Lithuania)

Revenue accounting for SPA German market in accordance to German accounting standards, IFRS and Company's internal accounting policy.

Regular client credit control working closely with the commerce division. Administration of revenue accounting related documents

2015–2018

Interpreter

Diversity NI Ltd, Belfast (United Kingdom)

Interpreting at school meetings and hospital appointments throughout the Northern Ireland

2015–2016

Fraud Investigator

Lloyds Banking Group, Belfast (United Kingdom)

Fraud Investigation in Lloyds Banking Group's non-plastics division (Lloyds Bank, Halifax and Bank of

Scotland) to identify and assess fraudulent activity.

Working with high net worth clients to undercover potential security breaches.

2012–2014 Finance Analyst

Hela Colombia, Medellin (Colombia)

Financial data collection, analysis and control to facilitate the management of Shell Global Account

Preparation of reports and PowerPoint presentations to Finance directors on various projections for the company.

Cost analysis for funds allocation, collaborating with outsource teams in various countries (Netherlands, Malaysia, India, Germany, the U.S.)

2010–2011 Finance Intern

Google Ireland Limited, Dublin, Ireland

Close collaboration with the EMEA Accounting and Control Team

End-to-end professional fee handling, ownership of audit processes & high risk balance sheet reconciliations

Business partner (Price Waterhouse Coopers, KPMG as external accountants; Ernst & Young as auditors) liaison

EDUCATION AND TRAINING

2015 TEFL Certification

EQF level 5

Gobal TEFL, London (United Kingdom)

Teaching English as a Foreign Language to adults and children

2015–2015 OCN Level 4 Community Interpreting

EQF level 5

Diversity NI Ltd., Belfast (United Kingdom)

Bi-Lingual Glossary, Community Interpreting Skills, Research Skills, Working with the Language of the Public and Private Sectors

2008–2012 BSc Finance

EQF level 6

Queen's University Belfast, Belfast (United Kingdom)

2017–2018 Business and Organisational Management

EQF level 5

Ernesto Galvanausko Mokymu centras, Klaipeda (Lithuania)

Accountancy, Business management, Administration, Organisational Law Civil Law, Economics, Marketing, Psychology

PERSONAL SKILLS

Mother tongue(s) Lithuanian

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Spanish	C1	C1	B2	B1	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Good communication skills gained through years of experience working in Customer Service and Sales.

- Job-related skills
- Bi-Lingual Self Expression
 - Attention to Detail
 - Precision
 - Professionalism
 - Excellent Time Management

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Proficient user	Proficient user

Digital skills - Self-assessment grid

Excel for Business