

Ms. Gintarė Čepinskaitė – CV



EXPERTISE: Small businesses and nonprofits

A highly adaptable individual with wide international experience and strong academic background. Strives for quality, is not afraid to take initiative and make decisions. Applies a systematic approach to optimise performance. Feels comfortable working with people at all levels, within a demanding environment, tight deadlines and budgets.

KEY SKILLS

- Analysis and implementation of HRM systems (recruitment, retention, development), team management, administrative and customer service skills
- Proficient in the following software: MS Office (Word; Excel; Outlook; PowerPoint); HyperOffice (cloud computing); Select HR; Hotel Executive; Mailchimp (e-marketing); iContact (e-marketing); JotForm (online forms); Yola (website builder); Social Media (Twitter; Facebook; LinkedIn)
- Language skills: Lithuanian (native); English (excellent); Russian (very good); Dutch, Polish, Portuguese (basic)

MEMBERSHIP

- Toastmasters International (Newcastle)

WORK EXPERIENCE

Secretary Assistant (part-time voluntary position)

2012 March – Present

Jesmond Community Forum, Newcastle upon Tyne, England, United Kingdom

- Currently I am involved in a community organisation that supports, promotes and consolidates Jesmond community groups. My major responsibilities consist of the improvement of data and information sharing tools (Facebook page; website, etc.); recruitment of new member organisations and promotion of the active member participation.

Volunteering Systems Developer (on a part-time freelance basis)

2011 July – Dec.

The Globe Gallery, Newcastle upon Tyne, England, United Kingdom

- *Advanced volunteer management tools to the national showcase level.*

Senior Administrator (HR) (30 hours per week)

2010 July – 2011 July

The Globe Gallery, Newcastle upon Tyne, England, United Kingdom

- *Advanced volunteer policy and procedures to become the only visual arts organization that achieved Volunteering England's Investors in Volunteers standards.*
- Ensured that all aspects of the organisation's Volunteer Programme operate effectively – including relevant policies and procedures, volunteer recruitment, retention, development and performance management; performed data updates, exports, imports, clean-ups (on / off line); produced and analysed HR data for regular reporting to the Programme Manager; when required, provided induction, support and supervision to all volunteers; undertook all ad-hoc duties related to smooth co-ordination of exhibitions (onsite / offsite), venue hires and workshops.

HR Administrator (part-time voluntary position)

2010 Feb. – 2010 June

Tyne Metropolitan College, Newcastle upon Tyne, England, United Kingdom

- *Developed the role by seeking new responsibilities and using initiative.*
- Administered and maintained various HR records (electronic and paper, e.g. employee sickness / absence information); managed the correspondence (e.g. responded to queries regarding vacancies; drafted or requested for references; prepared application packs; handled incoming and outgoing post; etc.); answered the phone; issued annual holiday cards, ID badges; booked meeting rooms; searched for and ordered HR support material.

Ms. Gintarė Čepinskaitė – CV (continued)

- HR Officer** (part-time voluntary position) **2009 Nov. – 2010 June**
Globe Gallery, Newcastle upon Tyne / North Shields, England, United Kingdom
- *Advanced volunteer policy and procedures to REACH standards.*
- Hotel Receptionist / Administrator** (temporary full-time) **2009 April – 2009 Sept.**
The Craibstone Suites via AT Recruitment (Recruitment Agency), Aberdeen, Scotland, United Kingdom
- Besides the usual duties assisted with staff recruitment including: liaising with recruitment agencies; drafting job descriptions, conducting initial interviews with potential candidates and administering time sheets.
- Catering and Hospitality Assistant** (part-time) **2008 Sept. – 2009 Sept.**
via AT Recruitment (Recruitment Agency), Aberdeen, Scotland, United Kingdom
- Office Receptionist / Administrator** (temporary full-time) **2008 Nov. 06-10**
Vertec Engineering Ltd. via Illustro Recruitment Solutions (Recruitment Agency), Aberdeen, Scotland
- Hotel Receptionist** (temporary full-time) **2007 July – 2007 Sept.**
Mercure Ardoe House Hotel & Spa, Aberdeen, Scotland, United Kingdom
- Office Receptionist / Administrator** (temporary full-time) **2007 June 11-15**
Craig Group Foodservice via Rose Recruitment (Recruitment Agency), Aberdeen, Scotland, United Kingdom
- Sales Representative** (part-time) **2004 Oct. - 2005 June**
Eurotekstai Ltd. (Lithuanian Teletext Company), Vilnius, Lithuania
- Sales Representative** (voluntary part-time position) **2003 Oct. - 2004 July**
Baltic Imports Ltd. (Craft & Jewellery Store), Minneapolis, Minnesota, United States of America
- Administrative Office Assistant** (temporary full-time) **2003 June - 2003 Sept.**
Law offices of Raymond Mastroianni, Hopedale, Massachusetts, United States of America

EDUCATIONAL PROFILE

- Master of Science.** Major: **Human Resource Management** **2007 Sept. – 2008 Aug.**
University of Groningen, Groningen, the Netherlands (language of instruction / examination: English)
- *Defended thesis: Exploration of recruitment practices in small organizations: the strategic perspective.*
- Bachelor of Arts.** Major: **Sociology** **2000 Sept. – 2006 June**
Vilnius University, Vilnius, Lithuania (language of instruction / examination: Lithuanian)
- *Defended thesis: Social construction of commitment among married and cohabitating Lithuanian couples.*

INTERESTS AND ACTIVITIES

Life (including work) philosophy; contemporary jewelry; travelling (prefer visiting places where tourists would usually not go); hiking; socialising; learning new languages (currently undertaking Portuguese language course).