

PERSONAL INFORMATION



Santa Aprupe

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Nationality: Latvian

Residency : Italy

Date of birth: 11/08/1989

WORK EXPERIENCE

1/01/2019-11/03/2020

Experience Designer, International Sales and Marketing Manager

GTS S.r.l. Gran Tour in Sicily, Palermo, Italy

- representation in events, workshops, international fairs
- management of social media, website, international platforms
- creating content, sales management of tourist packages
- international commercial development
- Market research
- translations and content review in English, Russian, Italian

01/06/2015–1/08/2017

Executive Secretary / Executive Assistant

Media one s.r.l, Palermo (Italy)

- Customer service and reception
- Receiving and screening phone calls
- Appointment management
- Organization of the document archives
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Basic accounting: Prepare invoices or financial statements and provide assistance in bookkeeping
- Conduct research and prepare presentations or reports as assigned

01/01/2015–01/03/2015

Executive Secretary/Executive Assistant

Generali Italia SPA, Palermo (Italy)

- Consulting clients and insurance agents
- Documentation management, archive
- Basic accounting
- Receiving and screening Phone calls

01/01/2015–01/06/2016

Translator

Hieroglifs Ltd., Riga (Latvia)

- Translation
 - Interpretation
 - Transcription
- (English-Latvian-Italian language combinations)

01/01/2013–01/09/2014

Senior Expert, State Aid Control Unit

Ministry of Finance of the Republic of Latvia, Riga (Latvia)

- Intermediary body function between national state aid granting authorities, enterprises and the European Commission:
- Consulting and advising national institutions on EC competition policy and state aid issues
- Perform Initial assessment of planned state aid programs and individual state aid projects;

- Evaluation and monitoring of State aid programs and business support schemes for 2014-2020 programming period;
- Consulting on legal problems and the application of State aid control rules for the business support;
- Preparing draft proposals on legal acts relating to business planning and control to represent the Department at the Council of Ministers and state Aid Expert meetings organized by DG Competition;
- Preparing annual reports regarding aid provided for commercial activities;
- Submitting to the European Commission notifications on planned aid programmes or aid projects.

01/01/2012–01/09/2012

Executive assistant to the head of the Youth Policy Department

Ministry of Education and Science of the Republic of Latvia, Riga (Latvia)

- preparation of the methodological materials in the field of informal education;
- managing and preparing the documents for the public procurement procedure;
- phone call screening and appointment management;
- international project partners coordination;
- coordination of the national European projects in the field of informal education;
- organizing seminars, meetings, debates, workshops for Youth;
- document archivation, reporting;
- planning the Youth Policy Initiative for 2007-2014 planning period;

01/02/2011–01/06/2011

Trainee/Training Courses Project manager

EProjectConsult, Barcellona Pozzo di Gotto (Italy)

- responsible for the European Youth in Action project management;
- managing the documentation of European projects in English;
- coordination of the international business partners;
- marketing Research

01/01/2009–01/01/2011

Hotel Manager Assistant

Central Hostel Riga, Riga (Latvia)

- Administration of the Hotel

EDUCATION AND TRAINING

01/09/2008–01/07/2012

Professional Bachelor degree in management of international Economic relations/ Head of External Relations Unit

EQF level 6

Riga Technical University (Faculty of Engineering Economics and Management, Program: Organization and Management of International Economic Relations), Riga (Latvia)

ADMINISTRATION OF INTERNATIONAL ECONOMIC RELATIONS OF THE EUROPEAN UNION

01/09/2005–01/07/2008

High school Education/Mathematics and Economics specialisation

Āgenskalna State Gymnasium, Riga (Latvia)

PERSONAL SKILLS

Mother tongue(s)

Latvian

Other language(s)

	UNDERSTANDING	SPEAKING	WRITING

	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Italian	C2	C2	C2	C1	C1
Russian	B1	B1	A2	A2	A2

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

- *team player with excellent communication skills gained in previous work positions and university,*
- *high sense of responsibility, proactive, resourceful, detail oriented, self-driven individual with willingness to learn gained in work experience abroad*
- *ability to get adjusted to a new situations and work in team*
- *open minded*

Organisational / managerial skills

- Aptitude to work in groups;
- Ability to work autonomously;
- flexibility;
- Time management skills;
- Attitude in planning
- Project management skills;
- Ability to work under elevate stress levels;
- ability to take the initiative and organise teamwork, gained in university and previous work positions, where teamwork is widespread

Job-related skills

- very good skills in working with standard office software: Microsoft Windows 95/98/2007/2010/XP, Apple, also Office programs (Word, Excel, Powerpoint), Internet Explorer (Google Chrome, Mozilla etc.), Microsoft Outlook, Prezi.com
- operating systems of the Ministry of Finance and State Aid Interactive systems

Digital competence

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

Digital competences - Self-assessment grid

Driving licence B