

# Dmitrijs Vasilcenko

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## EDUCATION

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**Aston University – Aston Business School** 09/2016 - PRESENT

*Business Computing & Information Technology (BSc)*

- *Expected Grade: First Class (Honours)*
- *International Perspectives in Organisations – (Achieved 98%)*
- *Introduction to Marketing Management – (Achieved 81.88%)*
- *Information Technology in Business – (Achieved 76%)*
- *Introduction to Organisational Behaviour (Achieved 82%)*

**“Norma” Private High School (Latvia)** 09/2015 - 07/2016

*4 State Exams (Maths, English, Latvian, Russian)*

*Grades from A to B.*

**“ISMA Premjers” Private Secondary School (Latvia)** 09/2012 - 07/2015

*6 State Exams (Maths, Russian, English, Latvian, History, Physics)*

*Achieved A grades in all modules.*

## WORK EXPERIENCE

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**Enactus Aston** 09/2017 - PRESENT

*Communication Director - (Voluntary)*

- Assessing staff performance and provide coaching and guidance to ensure maximum efficiency and managing over 50 volunteers in different areas of expertise.
- Ensure the smooth and adequate flow of information within the organisation.
- Planning and coordinating administrative procedures and systems and devising ways to streamline processes.

**EES Aston** 01/2017 - PRESENT

*Finance Manager – (Voluntary)*

- Oversee and present budgets, accounts and financial statements to the management committee and advise on society's fundraising strategy.
- Managing the recording of transactions by all members in the society.
- Managing group of over 50 people.

**SPAR International** 02/2017 - 06/2017

*Sales Assistant*

- Delivered the highest level of customer service when handling customer queries.
  - Developed the ability to work under pressure and to handle cash and card transactions.
  - Assisted with the sales process by maintaining a fully stocked store.
  - Was actively involved in the receiving of new shipments and maintained store to exceed customer cleanliness, comfort & convenience expectations.
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## LANGUAGES AND IT KNOWLEDGE

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-Russian (Native)

-English (Fluent)

-Latvian (Fluent)

-Spanish (Intermediate)

-German (Intermediate)

- Initial skills in HTML, Bootstrap, JavaScript, CSS and MySQL
- Above average user of Adobe Photoshop
- Proficient user of Microsoft Office
- Have experience in working with programs such as IBM SPSS Modeler, Slack, Git Bash, Trello, Typeform, Google Forms, MailChimp and Facebook marketing
- Google Digital Marketing certificate

## AREAS OF EXPERTISE

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- Sales and Marketing
- Business Analytics
- Project Management
- Financial and Management Accounting
- Business Operations

## INTERESTS

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I have a keen interest in finance, marketing and IT. Also I read various books regarding psychology and philosophy. In my spare time I am going to the gym, doing rock climbing and cycling. I also enjoy travelling and take and edit photographs. Moreover, currently I'm developing my own web application using HTML, CSS, Bootstrap & JavaScript in order to apply and sharpen my skills.

## REFERENCES

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Sandra Benbow

*Aston University Enterprise Consultant*

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Paul Bocij

*Senior Teaching Fellow at Aston Business School*

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