

# CURRICULUM VITAE

## Matiss Lejins

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### Characteristics and Aim:

*For several years I have worked in direct sales. Work with people. Extensive experience in the IT field (Computer software and the latest technology)  
Learn quickly and am not afraid of work.*

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### Education:

**Riga Technical College**  
Computer systems technician  
Vocational education  
from 9.2009 till 7.2014

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### Work Experience:

#### **“Lattelecom” Ltd. / lattelecom.lv**

*Internet, home phone and TV services (Latvian largest company offers optical Internet and interactive TV).*

*Customer Service Specialist. Team leader,*

#### **Position**

*from 10.2011 till 07.2014*

#### **Main job responsibilities:**

- *Advising clients on various issues, going to the customers home*
  - *Group management, training and motivation*
  - *Customer service training, self-improvement*
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### Language Skills:

	<b>Speaking</b>	<b>Understanding</b>	<b>Writing</b>
<b>Latvian</b>	mother	mother	mother
<b>English</b>	basic	good	basic
<b>Russian</b>	basic	good	basic

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### Other Skills:

**Computer skills:** very good.

**Valid B category drivers licence** (from 2012)

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### Interests:

Self-development, GYM, Learn Finnish.

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