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Gyvenimo aprašymas (CV)

Norėdami matyti vardą ir pavardę, turite
[Prisijungti](#)

Kokio darbo ieškau? Mano teigiamos savybės

Worcestershire Council

Kinship Team

Student Social Worker (100 Day Placement) /left earlier 90 in placement

Duties:

- Full Kinship Assessments
- Private Fostering Assessments
- Viability Assessments
- Risk Assessments
- Support Visits
- Unannounced Visits
- SGO Assessments
- Yearly Review Assessments

February 2022 - Present (Part Time)

Worcestershire Council

SAR Administrator

Duties:

- Collating Documents For Redaction
- Redacting Documents

October 2021 - January 2022

COVID - 19 Vaccination Administrator

April 2021 - September 2021

Worcestershire Council

Family Front Door Team

Student Social Worker (70 Day Placement)

Duties:

- Practice Involved Meeting In Relation To Section 47, 17. CIN. ICPC.
- Attending Home Visits And Direct Work With Child.
- Working And Liaising With Different Professionals.

April 2019 - October 2020

Worcestershire Council

Children First

Business Support Officer

Duties:

- Provide The First Point Of Contact For Service Users, Staff From Partner Organisations And Colleagues And Determine How Matters Can Be Most Effectively Progressed From This First Contact.
- Provide Advice To Service Users To Enable Them To Access Services From Children's Services And Partner Organisations.
- Progress Work Activities Within Specific Projects And Tasks Delegated By The Manager To Contribute To The Effectiveness Of The Service.
- Collate And Prepare The Presentation Of Performance Data Relating To Service Activities.
- Initiate Work, For Example Case File Audits, In Support Of The Scrutiny Of Service Performance.
- Undertake Specific, Service Projects/Tasks Including Investigation, Identification, Research And Collation Of Information.
- Handle A Range Of Administrative Work In Support For The Service Including The Drafting And Preparation Of Documents, Writing Minutes, Preparing Power Point Presentations, Handling Enquiries Coming Into The Service, Organising Meetings.

July 2017 – March 2019

West Mercia Police ☐ Worcester

Asset Management Coordinator

Duties:

- Customer Service Administrator West Mercia Police- Warwickshire Police • Undertake Asset Tagging Of All ICT Equipment Purchased And Delivered.
- To Be Responsible For All Mobile Devices Activations, Deactivations And Data Usage Ensuring Compliance With Policies And Procedures.
- To Analyse Mobile Phone And Laptop Usage For Data And Voice, Highlighting Areas Of Concern To Management.
- Provide Recommendations To Management On Process Improvements And Optimisation Opportunities Promoting The Drive For Continuous Process Improvement.
- To Be Responsible For Maintaining The ICT Software Library Including Management Of Distribution, Usage Standards And Registration Procedures.
- To Be Responsible For Dealing With All Lost, Stolen Or Damaged Mobile Devices Ensuring That Customer Service And Correct Procedures Are Maintained.

July 2014 - July 2017

Worcestershire Council ☐ Worcester

Administrator Level 2

Duties:

- To Work As Part A Joint Financial Assessment And Benefits Team Encompassing Worcestershire County Council, Department For Work And Pensions And The District Councils.

- To Co-Ordinate The Financial Assessment And Benefit Application Process And Work Allocation.
- To Maintain Electronic Records Or Financial Assessments And Benefit Applications.

September 2013 - February 2014

Backup Staff Limited/ Jark Recruitment □ Worcester

Trainee Co-Ordinator

Duties:

- To Receive And Check All Job Adverts On To County Council Job Websites And External Media (Both Electronic And Manual Applications)
- Overseeing The Recording And Tracking Of Job Applications
- On-Going Monitoring And Analysis Of Spend Associated With Each Vacancy
- Ensuring That All Job Application Packs/Forms Are Sent Out To Applicants
- Compiling Short-List And Interview Packs For Managers
- Assist With Production Of Relevant Management Information And Reports, Including; Advertising Spend, Temporary Agency Usage
- Ethnic And Disability Monitoring, And Specific Recruitment Related Management Information Including Time To Fill And Cost Per Hire Etc
- To Coordinate The Redeployment Programme, Which Assists Employees Who Are Seeking Internal Alternative Employment Opportunities

Education & Qualifications

2016 January -March, West Mercia Police Citizen academy.

2008-2013 Lithuanian University of Educational Sciences, BA Social Work degree

2007-2008 Zirmunu Labour Market Training Centre, Vocational Decorative Cosmetology and manicure

2005-2007 Vilnius Tourism and Commerce School of Business, professional barmen-Waitress

1993-2005 Vilnius, Ažuolynas "secondary school

Pageidaujamas darbas Administratoriai

Pageidaujama darbo vieta Vilnius

Kontaktai ir pagrindinė informacija apie mane

Gimimo data 1986-09-15 (38 m.)

Lytis Moteris

Gyvenamoji vieta Vilnius

El. pašto adresas *Norėdami matyti kontaktus, turite*
[Prisijungti](#)