



## **RASA SURVILAITE**

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### **Employment History**

Sep 2009 – Sep 2011

Vilnius, Lithuania

Lawyer at the State Tax Office

preparation of claims and defenses  
representation at court  
handling administrative cases  
inter-institutional correspondence  
monitoring of the payment of administrative fines and transmission of documents for the recovery of fines

Oct 2012 – Present

Madrid, Spain

Secretary at the Lithuanian Embassy to Spain

organizing and servicing meetings  
answering calls, taking messages and handling correspondence  
maintaining diaries and arranging appointments  
logistic support  
implementation of cultural projects  
coordinating with other organizations  
assisting ambassador with project tasks

### **Education**

Sep 2004 – Jun 2009

Vilnius University, Lithuania

Master degree in Law

### **Languages**

Lithuanian	native
Spanish	bilingual proficiency
English	professional working proficiency
German	limited working proficiency
Russian	limited working proficiency
French	basic

### **Skills**

Teamwork, highly responsible and reliable, communication and presentation, computer skills, Microsoft Office,

### **Hobbies**

Reading, art, theater, mycology, learning languages