

DAINORA KIREILĖ

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Finance graduate with experience in administrative processes, data analysis and document preparation.

EDUCATION

Kauno kolegija, – *Finance*
2013–2016

EXPERIENCE

Acorn Capital – Sales Coordinator /
Estimator □ 2026

- Managed administrative and sales processes.
- Prepared commercial proposals, cost estimates and contracts.
- Analysed client data and identified trends.
- Managed and maintained client information in the CRM system.

Self-employed – Retail of Scandinavian
Stoves and Garden Equipment □ 2023

- Managed day-to-day business and administrative processes.
- Consulted customers and provided solutions based on their needs.
- Analysed product assortment and sales performance.

ASA SalMar – Employee Trainer
2016–2022

- Trained and onboarded new employees into production processes.
- Monitored work quality and ensured compliance with established standards.
- Supervised daily production processes.

LANGUAGES

English – B2.

DRIVING LICENCE

Category B

ADDITIONAL TRAINING

Neurostart 2.0 – Fundamentals of sales, marketing and AI

SKILLS

Microsoft Excel □ Microsoft Office □ CRM □ Document preparation □ Data Analysis