*Translation from Lithuanian*

**CURRICULUM VITAE**

1. Family name: **STUNDŽIAITĖ**

2. First name: **EDITA**

3. Date of birth: August 28, 1971

4. Citizenship: Republic of Lithuania

5. Education: Higher education

|  |  |
| --- | --- |
| Educational institution (attended from – to) | Degree or diploma awarded |
| Vilnius University of Educational Sciences  (2000-2005) | Social Sciences/ Political Science |

6. Language skills (on a 10-point grading scale)

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
| English | 8 | 7 | 7 |
| Russian | 10 | 10 | 9 |

7. Professional competency and experience: sixteen years of experience working in the Liberal Union of Lithuania since 1997. Later, from 2003 to January 2013 after the merger of tree political parties, my main responsibilities and duties were as follows: planning administrative work, preparing documents for conferences, council, board and management meetings, planning the implementation of executive decisions, planning election campaigns (referendums), dealing with financial and other issues, preparing estimates, coordinating the activities of different branches, representing the employer at various institutions when handling the issues related to the activities of the Union, reviewing publications, holding national and international seminars and training courses, representing the political party at the Central Electoral Commission.

8. Work experience at the institution: from 1997 to 2013 (16 years)

9. Work experience:

|  |  |  |  |
| --- | --- | --- | --- |
| Period  (from – to) | City, country | Institution or organization | Position |
| July 1, 1992 –April 30, 1993 | Vilnius,  Lithuania | Vilnius Department of Social Insurance Pensions and Benefits No. 1 | Senior Inspector |
| May 5, 1997 – November 8, 2001 | Vilnius,  Lithuania | Liberal Union of Lithuania | Secretary |
| November 8, 2001 – April 2, 2003 | Vilnius,  Lithuania | Liberal Union of Lithuania | Deputy Executive Secretary |
| April 2, 2003 –  August 1, 2003 | Vilnius,  Lithuania | Liberal Union of Lithuania | Executive Secretary/ Head of Documentation Office |
| August 1, 2003 – May 18, 2010 | Vilnius,  Lithuania | Liberal and Centre Union after the merger of three political parties | Head of Documentation Office |
| May 18, 2010 –  April 17, 2012 | Vilnius,  Lithuania | Liberal and Centre Union | Executive Secretary |
| April 17, 2012 – January 18, 2013 | Vilnius,  Lithuania | Liberal and Centre Union | First Deputy Executive Secretary |
| January 23, 2013 – January 22, 2014 | Vilnius,  Lithuania | Public Institution Sport and Leisure | Deputy General Manager |
| January 27, 2014 | Vilnius,  Lithuania | Public Institution Sport and Leisure | General Manager |

10. Computer skills: MS Office. Driving license: Category B (as of 1994).

11. Personal qualities: I am a communicative person who is quick to adapt to new circumstances. I am not afraid to take on responsibility and face challenges, and can handle big loads of work. I have many years of experience in administrative and executive work. I am initiative and have excellent time management skills when planning business operations.

12. Hobbies: traveling, music, sport.

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