



Karolina Rentelytė

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ABOUT ME

I am a motivated and responsible professional with a background in sports management and administrative work. I have experience in data organization, budgeting, event coordination, and document preparation, as well as collaboration with different teams and institutions. I am detail-oriented, adaptable, and able to work effectively both independently and with others. I am fluent in Lithuanian and English, with a working knowledge of Turkish, and I am eager to grow in an international environment.

WORK EXPERIENCE

UAB "Urge" – Kaunas, Lithuania

City: Kaunas | Country: Lithuania

Sales Assistant-Consultant

[22/09/2021 – 17/08/2023]

- Provided professional customer service and support
- Handled sales transactions and assisted customers with purchases
- Maintained and organized product displays
- Operated the cash register efficiently
- Issued invoices, processed returns and exchanges accurately
- Ensured high standards of customer service quality
- Maintained store order and a welcoming environment
- Achieved and exceeded monthly sales targets

Kaunas Sports School "Gaja" – Kaunas, Lithuania

City: Kaunas | Country: Lithuania

Senior Specialist

[21/08/2023 – 18/07/2025]

- Knowledge of legislation and principles of public sector institutions
- Self-management and effective collaboration
- Information management: structuring, analysis, and summarization
- Coordination and supervision of sports education processes
- Strong computer literacy (MS Office, databases)
- Budget planning, allocation of funds, and expenditure control
- Document preparation and reporting
- Event and schedule coordination
- Communication with athletes, coaches, and partner institutions
- Ability to work independently and in a team environment
- Project management basics
- Data accuracy and strong attention to detail
- Problem-solving and decision-making skills
- Time management and multitasking



- Interpersonal and communication skills
- Adaptability and flexibility in dynamic environments

CONFERENCES AND SEMINARS

[09/05/2023 – 09/05/2023] Kaunas, Lithuania

Business Trends from Future Specialists' Perspective 2023 – "Peculiarities of Organizational Culture in Sports Organizations"

Delivered and participated a presentation on organizational culture in sports organizations: cultural features, models, and elements.

[26/03/2024 – 26/03/2024] Vilnius, Lithuania

Emotional Maturity and Emotional Leadership

Completed a seminar on developing emotional intelligence and leadership skills.

[20/06/2024 – 20/06/2024] Kaunas, Lithuania

Law and Technology: Security Challenges

Attended a session on legal and technological aspects of security in modern organizations.

[16/05/2025 – 16/05/2025] Kaunas, Lithuania

Neck, Thoracic Spine, and Shoulder Injuries: Return to Sports

Participated in a training about injury management and rehabilitation in sports.

[08/11/2023 – 08/11/2023] Kaunas, Lithuania

Sports Psychology

Seminar focused on psychological aspects of sports performance and athlete motivation.

[29/10/2024 – 30/10/2024] Kaunas, Lithuania

Influencing Others to Achieve Organizational and Sports Goals

Workshop on strategies for motivating and influencing people to achieve organizational and sports objectives.

SKILLS

Sports program management / Event and competition organization / Budget planning and financial management / Microsoft Office / Microsoft Teams / Communication / Problem-solving & decision making / Time management & multitasking / Gmail / Google Docs / Social Media (TikTok, Instagram)

EDUCATION AND TRAINING

Bachelor's Degree in Business Management; field of study: Sports Management

Kaunas College [01/09/2020 – 29/06/2023]

City: Kaunas | Country: Lithuania | Website: <https://www.kaunokolegija.lt/> | Level in EQF: EQF level 6

LANGUAGE SKILLS

Mother tongue(s): Lithuanian



Other language(s):

English

LISTENING B2 **READING** B2 **WRITING** B2

SPOKEN PRODUCTION B1 **SPOKEN INTERACTION** B1

Turkish

LISTENING A1 **READING** A1 **WRITING** A2

SPOKEN PRODUCTION A2 **SPOKEN INTERACTION** A1

Russian

LISTENING A1 **READING** A1 **WRITING** A1

SPOKEN PRODUCTION A1 **SPOKEN INTERACTION** A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DRIVING LICENCE

Driving Licence: AM

Driving Licence: B

HOBBIES AND INTERESTS

Sports, Languages, Personal Development

- Sports activities: jogging, walking, powerlifting
- Learning languages (English, Turkish)
- Personal development and leadership skills
- Attending seminars and conferences related to sports and management
- Enjoying nature: forests, sea, mountains