

Brigita Girkute

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Newbridge, Ireland

Professional Summary

Experienced in property administration, property management, and fashion styling, with strong organisational, administrative, and coordination skills.

Work Experience

Property Services Administrator - ITC Dublin - Remote - April 2025 - December 2025

- Supported property sales administration and legal documentation
- Coordinated communication between clients and internal teams

Career Break - Ireland - January 2022 - March 2025

- Full-time childcare
- Maintained professional development and independent creative projects

Property Manager - Managed by Landlords - Remote Lisbon/Ireland - June 2021 - December 2021

- Managed tenant onboarding and property maintenance coordination
- Handled tenancy documentation and day-to-day property support

Property Administrator - Sandersons London - Remote Lisbon - October 2020 - June 2021

- Supported property operations and compliance documentation
- Coordinated listing administration and property marketing logistics

Unemployed - Lisbon - March 2020 - October 2020

Freelance Fashion Stylist - PVH - Based in Lisbon, travel to Amsterdam - June 2018 - March 2020

- Styled and prepared looks for e-commerce shoots
- Supported on-set fitting and creative coordination

Fashion Stylist - Seventy7 - London - March 2016 - May 2018

- Styled fashion looks for commercial e-commerce photography
- Prepared garments and supported daily studio shoot coordination

Visual Merchandiser/Backstock Assistant - American Apparel - Dublin - April 2012 - October 2015

- Maintained visual merchandising displays and product presentation
- Managed backstock inventory and replenished sales floor items

Unemployed - Ireland - June 2011 - April 2012

Skills

- Administrative Operations
- Project & Schedule Coordination
- Time Management
- Document & Records Management
- Creative / Studio Support
- Strong Organisational Skills

Education***Inchicore College Dublin, Ireland***

Tourism and Travel Fetac Level 5 Certificate
September 2010- May 2011

Holy Family Secondary School, Newbridge

Leaving Cert Applied, Graduate 2010