



## Ana Suvac

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Charlotte, NC, 28226

## SUMMARY

Articulate Web Developer driven to succeed. Strategic planning and client relationship management expert.

## SKILLS

### Skills

- Front-End Web Development: Created multiple web applications utilizing HTML, CSS, JavaScript, and various APIs.
- Microsoft Office and Google Suite
- I create different websites with personal design and make it responsive.
- Windows, Mac OS, Microsoft Office Suite, Microsoft Project, Excel ,
- Adobe (Photoshop, InDesign and Lightroom)
- SharePoint
- Google Docs

## EXPERIENCE

### **Manager**

Chisinau, Republic Of Moldova

Oriflame/ Jan 2018 to Jun 2018

I was responsible for organizing customer networks, coordinating promotional companies, planning sales commissions and distributing salaries..

### **Dispatcher**

Chisinau, Republic Of Moldova

General Inspectorate Of Border Police/ Dec 2016 to Jan 2018

as a dispatcher I had the following responsibilities: receiving all the calls during the service and redirecting them to the boss, checking all the reports and completing them and check the suspicious persons in the database.

## EDUCATION AND TRAINING

### **Finance And Banks**

Academy of Economic Studies of Moldova Sep 2014

Chisinau

### **Diploma: Border Police**

National College of The Border Police Sep 2016

Ungheni

### **Coding**

University of North Carolina At Charlotte Oct 2019

Charlotte, NC

## HOBBIES

### Professional Photographer

I like to take pictures in my spare time and edit them in Photoshop to give them a professional look. This helps me to recreate and receive pleasure.