



JAKA POTOKAR

PROFILE

Hello, my name is Jaka. I would describe myself as a kind and positive person. My virtues are that I am very organized, very punctual, precise, and always like to solve the problems I face. I am always ready to gain new experience and knowledge in new fields. Friends and co-workers would describe me as independent, self-initiated and team oriented.

CONTACT

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HOBBIES

- Sports
- Travelling
- Education in the field of economics
- Personal growth education
- Education in the field of technology

KNOWLEDGE

- Microsoft office (tools) – powerpoint, word, access, excel
- Basic knowledge of html and css
- Knowledge about social media marketing
- Driver's licence for b category
- Le wagon – customer experience and branding course
- Javascript, Python, Html, React, Solidity, Tableau, Tailwindcss, Nextjs

EDUCATION

UNIVERSITY OF ECONOMICS AND BUSINESS LJUBLJANA LJUBLJANA – MASTERS IN BUSINESS INFORMATICS
2023 – the program in English language

UNIVERSITY OF ECONOMICS AND BUSINESS LJUBLJANA – DEGREE IN INTERNATIONAL BUSINESS
2020-2023 – the program in English language

AUDENCIA BUSINESS SCHOOL NANTES – ERASMUS +
Sept. 2022 – Dec. 2022 – the program in English language

DRUŽBOSLOVNA GIMNAZIJA KAMNIK GSŠRM
2016 - 2020

PRIMARY SCHOOL TOMA BREJCA KAMNIK
2007 - 2016

WORK EXPERIENCE

DRUŠTVO AED – TEAM LEADER
2023 – part time student job
I am leading a team of 15-30 promoters. I am in charge of filling and creating schedules, conducting meetings, recruiting, finding new locations, and helping in managing the current ones.

DRUŠTVO AED – PROMOTER
2022 – 2023
I had to convince customers of shopping centres to sign a paper that allows them to transfer 1% of income tax to our association.

EMMA D.O.O. – ASSISTANCE IN THE SALES DEPARTMENT – TELEPHONE AND FIELD SALES
2020 – 2022 students work
Assistance in telephone and field sales of products Vestina. And all around help in sales department.

EMMA D.O.O. – ASSISTANCE IN THE MARKETING DEPARTMENT– DIGITAL MARKETING
2020 – 2021 students work
Editing and assistance in preparing content for facebook page vestina.eu, assistance in setting up an online store.

EMMA D.O.O. – WORK IN PRODUCTION
2016 -2020 – summer job
Assembling ecological electronic and solar candles of the Vestina brand and arranging a warehouse in company.

LANGUAGES

- Slovenian c2
- English c1
- German b1
- Croatian b1

PROJECT WORK

AMCHAM SLOVENIA – FIRST MENTOR PROGRAM

2019-2020

Mentored by Tina Zafred on the topic: switching between the education system and the career path.

MOJEFINANCE - SUMMER FINANCIAL SCHOOL

2019

I took courses that teach about financial literacy.