

BILJANA PAVLOVIC

GET TO KNOW ME

I'm curious, creative and I love to learn and gain new skills. I'm analytical and detail oriented. I am dedicated to the work that is assigned to me and I always strive to do it in the best way possible. I am well organized and always strive to meet the deadlines that have been set for me.

WORK WITH ME!

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Belgrade;

Linkedin:

<https://www.linkedin.com/in/biljana-pavlovic-29a0907b/>

MY IT SKILLS



TOOLS



SKILLS AND ABILITIES

- English language
- Russian language
- Basics of SEO optimization
- Content writing
- MS Office (Word, Excel, PowerPoint)

ACCOMPLISHMENT

- Won at the [Mintbean](https://biljanapavlovic.github.io/scrollingbook/) hackathon, with this project:
<https://biljanapavlovic.github.io/scrollingbook/>

PROJECTS

Portfolio:

<https://biljanapavlovic.github.io/portfolio/>

-Other projects I have worked on so far are available on my Github profile: <https://github.com/BiljanaPavlovic>

EDUCATION BACKGROUND

IT BOOTCAMP

Web Development (JS) | October - December 2019.

Organized by Ana and Vlade Divac fondation

Homework projects: <https://bit.ly/3eA8LeD>

Final project: <https://bit.ly/2DL4AzH>

FACULTY OF PHILOLOGY

Serbian Literature and Language with Comparative Literature| 2009-present

Belgrade University

COURSES

- Procoding - Python (beginner and advanced)

projects: <https://bit.ly/2B4DvXn>

- Webcon - workshops Responsive design,

Bootstrap, Wordpress projects:

<https://bit.ly/3fzq3JT>

- Rails Girls Belgrade workshop (Ruby on

Rails) project: <https://bit.ly/2OxI5S1>

WORK EXPERIENCE

SALES ASSOCIATE

DELFI BOOKSTORES | 2019

- Making recommendations and administrative records keeping

PROJECT MANAGER

ABC TRANSLATIONS |2017

- Organization of interpretation and monitoring the translation and translation process

CONTENT WRITER

svezasvadb.com | 2017

- Writing texts and selecting accompanying photos from open domains and editing (entering the site),

OFFICE MANAGER

HERA CONSULTING | 2016

- Controlling data in completed translations and invoicing and maintaining various customer records

VOLUNTEERING

LIBRARIAN

BELGRADE CITY LIBRARY| 2018.

- Books issuing, recommending books to readers and writing weekly and monthly reports