# 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!

Mobile: +381628768520
Email: zabiljanupavlovic@gmail.com
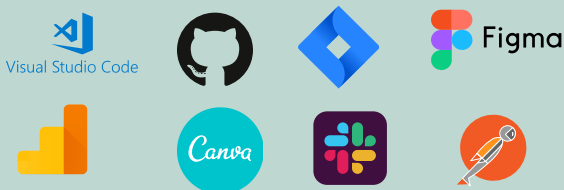Belgrade;
Linkedin:
https://www.linkedin.com/in/biljana-pavlovic-29a0907b/
Portfolio:
https://biljanapavlovic.github.io/portfolio/

## MY IT SKILLS



## TOOLS



## SKILLS AND ABILITIES

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

## VOLUNTEERING

### LIBRARIAN
BELGRADE CITY LIBRARY| 2018.
- Books issuing, recommending books to readers and writing weekly and monthly reports

## PROJECTS

-Project birtije.com
live: https://birtije.000webhostapp.com/
code: https://bit.ly/3h6ewIE
Front-end: React,
Design: React-Bootstrap and CSS,
-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 (beginer and advanced) projects: https://bit.ly/2B4DvXn
- Webcon - workshops Responsibe design, Bootstrap, Wordpress projects: https://bit.ly/3fzq3JT
- Rails Girls Belgrade workshop (Ruby on Rails) project: https://bit.ly/2Oxl5S1

## 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
svezasvadbu.com | 2017
- Writing texts and aelecting 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