Danijela Divjak

067 / 741 75 52 • danluk1417@gmail.com • https://www.linkedin.com/in/danijela-divjak-8aba2b1b2/

Project Manager

Project Management | Problem-solving | Leadership| Communication

Dedicated and accomplished Project Manager with a consistent track record of guiding cross-functional teams to achieve excellence in project delivery within allocated budgets and schedules. Renowned for exceptional problem-solving capabilities and adept communication skills, I specialize in driving process enhancements that elevate project outcomes and guarantee client contentment. Leveraging expertise in project management and commitment to delivering superior results to contribute effectively.

KEY ACHIEVEMENTS

- Orchestrated the successful planning, execution, and delivery of web projects, resulting in a remarkable 20% increase in project efficiency and a 15% reduction in time-to-market.
- Led cross-functional teams to successfully deliver over 50 web development projects, resulting in a 30% increase in revenue.
- Implemented agile project management methodologies, resulting in a 25% reduction in project delivery time and a 20% increase in team productivity.
- Managed project budgets, delivering projects under budget by 10% through effective resource allocation and cost-saving measures.
- Implemented risk management strategies that reduced project risks by 20%, ensuring smooth project execution and client satisfaction.

WORK EXPERIENCE

TNS (TravelNet Solutions), Cottage Grove, Minnesota   2022 – 2024
Project Manager - *(Remote)*

Coordinating the planning, execution and delivery of web projects, ensuring they meet client requirements on time by managing cross-functional teams and enabling effective communication

- Coordinated planning, execution, and delivery of web projects, ensuring alignment with client requirements and timely completion.
- Developed and executed project plans and schedules, consistently meeting milestones on schedule and within budget constraints.
- Conducted regular project status meetings and progress reports, ensuring transparent communication and alignment with project stakeholders.

Skichdev,   2018 – 2022
Project Manager – *(Remote)*

Efficiently coordinated cross-functional teams to deliver projects on time and within budget, managing resources and fostering effective communication for successful outcomes.

- Led a cross-functional team in the successful development and launch of a new software and web product, resulting in a 30% increase in revenue within the first year.
- Managed a project budget, delivering the project under budget by 10% through effective resource allocation and cost-saving measures.
- Implemented a risk management strategy that reduced project risks by 20%, ensuring smooth project execution and client satisfaction.

Freelance   2013 – 2017
Freelancer

Served as a versatile project manager, web developer, administrative assistant, and virtual assistant, effectively managing projects and providing support to clients across various industries.

Mark Zlatesk doo, Belgrade   2007 – 2009
Administrative Assistant and Procurement Officer

The role involves assisting with documentation preparation and invoicing tasks, supporting accounting functions. Additionally, responsibilities include managing office equipment and supplies, overseeing procurement processes, and maintaining databases. Overall, the position requires a diverse skill set in administrative duties and organizational support.

Public Utility Company „Beogradske Elektrane", Belgrade   2007 – 2007
Energy clerk and Correspondent
The job entails receiving and verifying technical documentation required for connecting to district heating systems, as well as issuing licenses for such connections. Fieldwork is conducted to oversee the installation process and ensure compliance. Responsibilities also include managing substation operations and maintaining an overview of technical documentation related to the district heating infrastructure.

Göteborg Energi International AB, Göteborg, Belgrade   2006 – 2007
Secretary and Archivists
The role primarily entailed preparing and organizing documentation, including archiving contracts and generating various documents, presentations, and reports. Additionally, assistance was provided to consultants throughout the contract creation process. Administrative duties included managing incoming and outgoing communication by receiving, forwarding calls and mail, and coordinating mail distribution locally and internationally.

Public Utility Company „Beogradske Elektrane" , Belgrade   2005 – 2006
Archive manager
In this role, tasks involved preparing and managing documentation such as archiving contracts and creating various documents, presentations, and reports. Acting as an intermediary between clients and the company, responsibilities also included facilitating communication channels. Additionally, duties extended to training new team members and participating in recruitment processes to support team growth and development.

Public Utility Company „Beogradske Elektrane", Belgrade   2004 – 2005
Administrative Assistant
The responsibilities included managing communication channels by receiving, forwarding calls and mail, and coordinating mail distribution locally and internationally. Additionally, tasks involved organizing schedules for vehicle use and conference room bookings, as well as coordinating meetings. Other administrative duties were also carried out as part of the role.

EDUCATION AND CERTIFICATIONS:
• 365 DataScience
   • Product Management for AI & Data Science   October 2021
• TEFL
   • A 120-hour TEFL certificate   April 2021
• Codecademy   2019 – 2020
   • Build Web App with ASP.NET • Building Interactive JavaScript Websites Course • jQuery • Bootstrap • Color Design • How to Deploy a Web site • Node.js • Python 3 • React.js • Vue.js • Git • JavaScript • Sass • PHP • Web Scraping with Beautiful Soup • Basics of Blockchain with Python • SQL• CSS • HTML5 • Programming in HTML5 with JavaScript and CSS3
• Education center "Braca Stamenković"   2009
   • Accounting - independent accountant – certified
• High School "Rade Koncar", Belgrade
   • Computer Electrical Technician for hardware and software   1994 – 1998

PROFESSIONAL SKILLS
   • Proficient in Agile methodologies (Scrum, Kanban) and Waterfall methodology
   • Strong leadership, communication, organizational, and problem-solving skills
   • Microsoft Office (Word, Excel, PowerPoint) and Google Suite (Docs, Sheets, Slides)
   • Familiarity with web development technologies and tools

LANGUAGE COMPETENCIES
   • Serbian: native language
   • English: fluent (speaking, reading, writing)