

JELENA MANJENCIC POLIC

Wordpress expert

ABOUT ME

Creative, self-motivated, team player, highly organized person with an eye for details. Love to learn and opened for learning innovations. I found WordPress is great to cumulate all of this features and to accomplish myself in the most represented platform for web creation.





EDUCATION

- IT Bootcamp** July - Sept 2022
Web development (WordPress)
128 hours of theory and practice
- Gestalt Psychotherapy Training Institute**
bachelor degree June 2017 - Sept 2019
- Faculty for Special Education and Rehabilitation**
behaviour disorders
master degree Sept 2014 - Sept 2017
- Faculty for Special Education and Rehabilitation**
behaviour disorders
bachelor degree Sept 2007 - July 2013

EXPERIENCE

- Stage manager at Sabacko pozoriste**
Oct - Dec 2020
 - Organizer and coordinator of theatrical production
- Associate at Primary school "Sveti Sava", Sabac**
Sept 2014 - Aug 2019
 - Participating in the planning, organization and monitoring of school work (teams, documents)
 - Collaborating with parents of students
 - Monitoring the development of students
- Educator at Kindergarden "Zan Zak" Belgrade**
Dec 2013 - June 2014
 - Cooperation with parents and other teachers
 - Plannig and organizing every day activities for children

CONTACT

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SKILLS

- Monitoring and improving website performance by using optimization best practice
- Troubleshooting WordPress issues (error 500, 404, mixed content, layout issues, plugin or theme conflict)
- Creating well-designed, responsive WordPress websites by utilizing Page Builders and corresponding plugins
- Setting up WordPress e-commerce platform, including Shop, custom templates and payment gateway configuration
- Basic knowledge in HTML and CSS
- Familiar with PHP and phpMyAdmin
- Familiar with SEO and proactive sitemap submission

LANGUAGES

-  English
-  Serbian (native)

VOLUNTEERING

- NGO We live together** Feb 2017 - Jan 2020
 - Founder and coordinator of the volunteer camp called "The First Inclusive Summer"
 - Investigates the needs of families of children and young people with disabilities
- Strong young people** Nov 2018 – June 2019
 - Mentor for young people from vulnerable groups, through support and help to find training, work, practice
- Red Cross Sabac** Aug 2013 - Jan 2014
 - Educator in realization of preventive programs in elementary and secondary schools

HOBBIES

