

# MOJCA FRANIČ

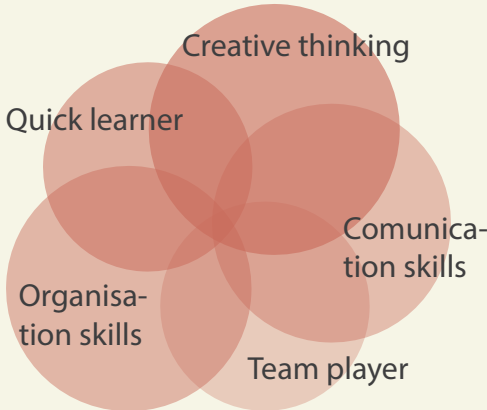


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## COMPETENCES



## SKILLS

Adobe:	HTML5
Indesign	CSS3
Photoshop	Python
Illustrator	Bootstrap
Misrosoft Office	Wordpress
AutoCad	Google App Engine
Google SketchUp	GIT & GitHub

## LANGUAGES

Slovenian	●●●●●●●●
English	●●●●●●●●
Croatian	●●●●●●●●
German	●●●●●●●●
Italian	●●●●●●●●

## THINGS I LIKE



## WORK EXPERIENCE

August 2017 – January 2018

### Assistant Clubhouse Manager

My job included making sure the bar and the restaurant run smoothly, that there are enough supplies and order them if needed, managing and training staff. I had to oversee and run various events and functions at the club as well as help to plan them. I had to answer e-mails regarding events and running times of the clubhouse, produce and send out promotional material for the events and keep evidence of kitchen and bar orders.

32 Barnton Ave  
Bruntfield Links Golfing Society Edinburgh EH4 6JH

July 2016 – July 2017

### Bartender/Waitress

32 Barnton Ave  
Bruntfield Links Golfing Society Edinburgh EH4 6JH

February 2016 – July 2016

### Caterer/Waitress

2 Hill Street  
Linton Recruitment LTD City of Edinburgh EH2 3JZ

January 2012 - July 2015

### PA/reception/administration

My job included receiving and ushering visitors, scheduling and coordinating meetings, fielding telephone calls and managing patient files. I was required to know the Slovenian health system well enough to be able to recognize patients' potential problems and schedule an appointment with the clinic or refer them to another, better fitting health institution. The administrative part of work consisted of corresponding with insurance company, filing monthly, quarterly and yearly reports and updating the system on all of the computers in the office.

Obrotniška 30  
Zdravstveni Zavod Furlan 6000 Koper

July 2011 - August 2011

### Traineeship

I worked on a restoration project of an old country house turning it into a summer/week-end home. I was editing architectural plans for interior design. I found and suggested some of the possible furniture, collected the plans and made them presentable and clear to the customer.

Barjanska cesta 62  
API ARHITEKTI D.O.O. 1000 Ljubljana

2010

### Animator/baby-sitter

2008

### Receptionist

2005 - 2012

### Bartender

## EDUCATION, COURSES and PROJECTS

March 2015 - June 2015

### Web development course

12 week intensive programme covers learning front-end programming languages HTML and CSS with applicative knowledge of popular programming tool Bootstrap. Beyond front-end there was an introduction to Phyton programming and development of web applications.

Ulica Slavka Gruma 100  
Smartinja 8000 Novo mesto

April 2013

### Ljubljana Startup Weekend

Member of winning team in competition; in three days, as part of a team I had to develop business idea and pitch it in front of a panel of judges.

Vojkova 63  
Ljubljana University Incubator 1000 Ljubljana

November 2011 - January 2012

### Scenography

Project coordinated by Association of Friends of Youth Ljubljana "Play for children with Santa Claus visit". I designed the plan for scenography, coordinated it and helped with its execution.

2010 - 2011

### Politecnico di Milano

Piazza L. da Vinci 32  
Scuola del design 20133 Milano  
Italia

2008 - 2012 / 2015

### Faculty of design

Grade point average: 8.62  
Grade of a diploma thesis: Excellent (10)  
Name of diploma thesis: Temporary Modular Unit in Case of Natural Disaster

Prevale 10, 1236 Trzin  
Faculty of Design Associated member of University of Primorska  
Slovenia

2007

### Drawing course (architectural)

Gimnazija Jožeta Plečnika  
Tatajana Oblak Šubičeva 1  
Milčinski @ 1000 Ljubljana

2006

### Drawing course (portret/figure)

Miklošičeva 38  
ART tečaji 1000 Ljubljana

2003 - 2007

### High school

Gimnazija Jožeta Plečnika  
General gymnasium, Šubičeva 1  
linguistics department. 1000 Ljubljana