

# RENATA CEHAJIC

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## Full Stack Developer

**Profile Summary:** As a full stack developer, I'm a tenacious self-starter. Dedicated to the delivery of mobile first and fully responsive websites through continued learning and personal growth. I've conceived, created and deployed multiple projects, and I'm looking for a permanent position as developer. Previous to Web Development, I have worked for numerous companies with different projects involving project management, business analysis, and sales operations.

- **Affinity with technical, dynamic, and high paced work environment**, business process, business analysis, exemplary planning, project management, and organization skills.
- Proficiency in **operations** and ensuring effective **delivery** of content, technical, and consulting trainings.
- Managing **financials** for programs. **Reporting performance** and ensuring timely communication of issues to stakeholders. Responsible for **monthly financial reporting**.
- Competent in **communication and negotiation** with multiple global stakeholders across various levels and departments in Information Technology and Telecommunications.

## EXPERIENCE

July 2020 – Present      **Full Stack Developer**

Created multiple websites from concept through to deployment. Built single page sites and apps with a back-end with standardized mobile-first and fully responsive design layout. Completed Web Developer Bootcamp about Web Development: HTML, CSS, JavaScript, Node.js, API's, NPM, MongoDB Atlas, Git, GitHub.

Dec 2016 – Sep 2020      **Inside Sales Specialist**  
**Microsoft Nederland B.V.**

Managed services renewal contracts, provided sales support to the direct sales force, and managed end-to-end a volume of 100+ deal related approved End Customer Investment fund (ECIF) projects per year (\$10M ECIF to a ratio of \$100M revenue).

- Responsible for a portfolio of services renewal contracts within Healthcare and Local and Regional Government segment.
- Responsible for ECIF (Special Bid) Project Management: Sales cycle/pipeline/opportunity, Budget Forecasting, Process Administration, Program adherence to policy & compliance, Spend Planning, Project Execution, and Partner payout.
- Effective Allocation and Management of Corp/EU/Subsidiary Funds.
- Working with the Project Sponsor to agree project objectives and delivery timescales.
- Ensuring that work streams are planned and executed effectively, delivering on schedule and on budget.
- Establishing and maintaining appropriate project, quality, change control and risk management processes
- Regularly studying/reviewing and meeting the criteria to the multi-program matrix & guidelines.
- Liaising with the EMEA compliance team and keeping updated & following processes for the subsidiary.
- Assessment and escalation of risks and issues relating to the large & complex projects which could affect project enablement and onsite implementation results.
- Continuously coordinating & monitoring open ECIF projects and working together with the whole team: sales, technicians, & management, budget holders, deal desk, finance leads from start to finish.
- Managing database & maintaining dashboard for reporting, analysis, and tracking progress.

**Renata is  
amazing, truly the  
most wonderful  
enthusiastic super  
talent I have ever  
come across. A  
true credit to any  
team  
S.G. Global  
Business Director**

- Collaborating with Sales, Finance, Marketing, Microsoft Services, partners and customers to execute projects and spend budgets on time.

**Technology** (Microsoft Office 365, SQL, Dynamics 365, Power BI, MSRA, SharePoint, Skype for Business, MyOrder, CIM, MS Invoice, Digital WinRoom Special Bid portal)

Oct 2014 – April 2016      **Business Customer Support Analyst – Netherlands**  
**Transparent**

**Transparent** is a leading solutions provider in Financial Services within Accounts Payable data analysis. Enterprise accounts I worked on: KPN, BAT, ASML, DAF Trucks, Friesland Campina, IKEA.

- Responsible for B2B communication and customer success. Effectively making follow-up calls of financial statement letters, with suppliers of Transparent clients.
- Identifying process problems and implementing new and improved policies and processes.
- Support leadership by building and motivating team members to meet project goals, adhering to their responsibilities and project milestones
- Ensure that projects are proceeding according to scope, schedule, budget and quality standards
- Prepare estimates and detailed project plan for all phases of the project
- Identify and seek commitment of resources required to achieve project objectives in planned timeframes
- Handling complaints, providing appropriate solutions and alternatives within the time limits and followed up to ensure resolution.
- Supporting risk management oversight within the business area – acting as a reference point for the business and colleagues across the business.
- Requirement gathering through various interviews, workshops and web meetings with project stakeholders, end users and suppliers.

**Technology** (Microsoft Office Professional, ERP system, Tailor-made tool)

Mar 2010 – Aug 2012      **IT Business Analyst / Project Manager – Slovenia**  
**Adriacom, IT and Services**

**Adriacom** is a leading technology solutions provider and offers Consulting, Technology and Outsourcing Services. Hybrid job role encompassing IT, Project Management, and Business Analysis. Enterprise accounts I worked on: Telecom Slovenia, IBM, Cisco Systems, Medic 4All, Ljubljana Clinical Center, Croatian Research Development Agency.

- Created/prepared proposals for EU-funded projects, which brought € 120.000 EU funding for NetFile Store and €240.000 EU funding for Telemedicine.
- Executed a project 'Cross-border Collaboration' together with Croatian Research Development Agency, which opened approximately 100 new jobs.
- Building strong customer relationships exceptional service and a 'can do' attitude that surprises customers.
- Ability to work with attention to detail and work in a team communicating and liaising with other team members to hit common goals and deliver projects.
- Focusing on personal discipline, organisation skills and ability to develop and adhere to systems and reporting.
- Designed, managed and, executed IT related planning studies, while providing creative and proactive insights & proposals for new business development opportunities.
- Responsible for overall project planning, scope, deliverables, timelines, and budget.
- Defined project scope and resource requirements. Wrote Business plans.
- Supported, guided/mentored and motivated project team, project quality assurance, risk and change management.
- Proactively tracking against standards for continued quality and continuous improvement.
- Working with senior stakeholders to implement the learning strategy, with an awareness of business trends and issues impacting learning strategy at a global and regional level.

**Technology** (Microsoft Office Professional, Visio, Project)

Oct 2005 – Feb 2010

**Senior IT Consultant / Project Manager – Slovenia**  
**Ministry of Economy, Directorate for Information Society**

Successful Project Manager to the commission's board team: managed a €50m project 'Broadband networks' through an innovative approach of public-private partnerships. Expanded & transformed the broadband network of the whole community which resulted into a steady sustainable coverage of Slovenia, involving 20 long-term contracts with private partners. Enterprise accounts I worked on: European Commission, Ministry of Finance, APEK, Telecom Slovenia, T-2, Mobitel, UPC Telemach, Amis, DARS, ELES.

- Benchmarked and researched Electronic Communications infrastructure projects in Europe.
- Analyzed public-private partnership models for building open broadband networks.
- Prepared an Impact Assessment and a Cost-Benefit Analysis.
- Advised local communities, regional agencies and private broadband providers.
- Worked closely with network architects, broadband providers, and local communities to ensure requirements are clear.
- Financial modelling and budgeting with Excel. Financially planned, controlled and reported monthly expenses of National and EU Finance Control & Budgeting with ISARR (Oracle) – Information System for EU Funds – Financial Data and Monitoring.
- Prepared and led a full tender dossier for a call for tenders based on EU regulations.
- Public Sector Finance, Planned and monitored monthly plans and budgets.
- Monitored and evaluated contracts and payments of projects.

**Technology** (Microsoft Office Professional, ISARR (Oracle), Lotus Notes, ERP system)

## EDUCATION

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|-----------|---|
| 2012-2013 | <b>Vrije Universiteit Amsterdam</b><br>Master of Business Administration (MBA), Strategy & Organization |
| 2005-2010 | <b>University of Ljubljana, Faculty of Economics</b><br>Master of Business Sciences                     |
| 1999-2005 | <b>University of Ljubljana, Faculty of Economics</b><br>Bachelor of Science (BSc), Economics            |

**Certifications:** The Web Developer Bootcamp 2020, Microsoft Azure Fundamentals, Microsoft 365 Certified Fundamentals, Prince2 Foundation, MTA (Microsoft Technical Associate) – Database Fundamentals: SQL Server, IELTS, ISEB – Business Analyst Certificate

**Languages:**

Dutch – median (NT2 – Diploma NT2 Staatsexamens Programma II)  
English – fluent  
Slovenian – native

**Technology:** JavaScript, HTML, CSS, Node.js, API's, NPM, MongoDB Atlas, Git, GitHub, Heroku, Netlify, Goorm IDE, VS Code, Full MS Office Suite, MS Teams, Slack, Zoom, Dynamics 365 CRM, SQL, Power BI, SharePoint