



**Вовед:** Извршете ги барањата подолу и под секое од нив ставете PrintScreen од соодветната веб форма. На крај, генерирајте pdf од документот и прикачете го на Courses во формата за лабораториската вежба.

**Забелешка:** Кога ќе креирате корисничка сметка треба да биде во формат име, презиме индекс. Доколку на сликите не се гледа вашето име, презиме и индекс, вежбата ќе ви биде оценета со 0 поени.

1. Направете корисничка сметка и најавете се на <https://www.upwork.com/>

Слика 1:


First name	Last name
<input type="text" value="Tamara"/>	<input type="text" value="Georgieva"/>
Email	
<input type="text" value="tamara.georgieva@students.finki.ukim.mk"/>	
Password	
<input type="password" value="....."/>	
Country	
<input type="text" value="North Macedonia"/>	
<input type="checkbox"/> Send me helpful emails to find rewarding work and job leads.	
<input checked="" type="checkbox"/> Yes, I understand and agree to the <a href="#">Upwork Terms of Service</a> , including the <a href="#">User Agreement</a> and <a href="#">Privacy Policy</a> .	
<input type="button" value="Create my account"/>	



## Управување со ИКТ проекти

### 2. Внесете ги основните податоци во вашиот профил

Слика 2:



Date of Birth \*  

2001-02-10

Edit photo

Country \*  
North Macedonia

Street address \*  
Georgi Dimitrov

Apt/Suite  
Apt/Suite (Optional)

City \*  
Skopje

State/Province  
Grad Skopje

ZIP/Postal code  
Enter ZIP/Postal code

Phone \*  
+389 71224567

### 3. Напишете кратко CV за вас

Слика 3:



**Tamara Georgieva**  
tamara.georgieva@students.finki.ukim.mk | +38971224567

Versatile and driven, from caring for children to caring for networks and servers. A person that's always trying to improve and learn more, giving my best at work and school.

#### Professional Experience

<b>Replek, Skopje</b> <b>System Administration Intern</b> <ul style="list-style-type: none"><li>Managed user accounts and permissions via Active Directory</li><li>Performed independent setup of PCs, printers, and network connections</li><li>Assisted with CISCO firewall configuration and VPN set-up</li><li>Developed .bat scripts for task automation and backups</li><li>Deployed and troubleshot endpoint protection software</li></ul>	<b>06/24 - 10/24</b>
<b>Digital Tutor, Online</b> <ul style="list-style-type: none"><li>Provided personalized tutoring sessions for diverse student levels</li><li>Developed lesson plans and practice exams for progress monitoring</li><li>Offered detailed feedback for enhancing academic performance</li><li>Tailored teaching strategies to individual learning styles</li></ul>	<b>05/18 - present</b>
<b>Au Pair, Germany</b> <ul style="list-style-type: none"><li>Organized creative and skill-building activities and outings</li><li>Supported children's education through reading and schoolwork help</li><li>Prepared nutritious meals based on dietary needs</li><li>Handled household chores and maintained a safe environment</li></ul>	<b>09/19 - 10/21</b>
<b>Casino Astra, Skopje</b> <b>Waitress &amp; Barman</b> <ul style="list-style-type: none"><li>Served guests in a fast-paced, regulated gaming environment</li><li>Managed bar inventory and placed supply orders</li><li>Collaborated with staff to address customer and security concerns</li><li>Resolved service and equipment issues with professionalism</li></ul>	<b>05/22 - 10/22</b>
<b>Veterinary Pharmacy, Skopje</b> <b>Office Clerk</b> <ul style="list-style-type: none"><li>Coordinated shipments with local and international suppliers</li><li>Maintained inventory and warehouse organization</li><li>Processed invoices and payment documentation</li><li>Ensured data accuracy and corrected discrepancies in documentation</li></ul>	<b>05/17 - 09/17</b>



## Управување со ИКТ проекти

### 4. Внесите ги вашите вештини и знаења

Слика 4:

upwork

### 5. Пребарајте низ објавените проекти/понуди, искористете ги можностите за филтрирање и разгледајте ги тековно актуелните вештини

Слика 5:



## Управување со ИКТ проекти

### 6. Разгледајте ги начините на соработка и плаќање

Слика 6:

Help Center

Getting Started

Work

Payment

Account safety

Learning & growth

Contact Support

Back to upwork.com

Search articles

Support Requests

Log out

New to Upwork: Freelance finances

Invoices

When starting as a freelancer on Upwork, it's often easiest to use Upwork's built-in tools to handle contracts, invoicing, and payments within Upwork's payment-protected system.

Direct Contracts on Upwork

Suppose you already have clients outside of Upwork. In that case, you can use Upwork's Direct Contracts feature to manage payments and contracts for external clients while leveraging Upwork's security features. Below, we explore how you can maximize Upwork's tools to manage client relationships and invoicing.

- Direct Client Relationships:** With Upwork's Direct Contracts, you can bring existing clients onto the platform while maintaining full control over the relationship. You set your terms, rates, and project details, and Upwork handles the payment process, offering the security of escrow for both you and your client.
- Enhanced Control:** Direct Contracts offer flexibility over contract terms, allowing you to structure agreements to fit your unique project needs. This also ensures that your payments are secure while still allowing you to tailor each agreement.
- Fewer Administrative Tasks:** Upwork's system simplifies the administrative side of freelancing, such as invoicing and payment collection, while still giving you room to customize your rates and terms.

It's important to note that Direct Contracts on Upwork are only available for clients who have never signed up for an Upwork account. If your client has previously created an account, even if they haven't used it recently, you cannot invite them using Direct Contracts.

By using Direct Contracts, you'll benefit from a lower freelancer service fee of 5% instead of the usual 10%. You'll also have full control over the contract terms and can send proposals directly to your client.

To take advantage of these benefits, you'll need to initiate all contracts with your Direct Contracts client through the designated [Direct Contracts page](#).

Freelance securely with Upwork

Upwork's features are designed to make freelancing more accessible and secure, so you can confidently manage your projects on the platform.

Freelancers with highly sought-after skills (see the [Upwork in-demand skills report](#) to see more) often have the power to request higher hourly rates. To get a sense of average hourly rates for a variety of in-demand industries, visit [this report](#).

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New to Upwork: Freelance finances

Payments and fees

How to set up a withdrawal method

upwork

Transcript

Upwork offers various methods to withdraw your earnings. The availability of options depends on your geographic location. Here's a breakdown:

- Direct bank deposits**
  - U.S. Bank (ACH):** Free
  - Local bank (outside the U.S.):** \$0.99 per transfer
  - U.S. Dollar wire transfer:** \$50 per transfer
- Instant pay (U.S. freelancers):** \$2.00 per transfer




## Управување со ИКТ проекти

### 7. Разгледајте го процесот за аплицирање за некој проект

Слика 7:

Процесот за аплицирање на проекти сега е позади paywall, и без да се плати не може да се аплицира за работа на проект, затоа не сум во можност да го тестирам овој дел.

 You'll need Connects to bid.  
They're like credits that  
show clients you're serious.  
[Learn more](#)

Buy Connects to apply

 Save job

 Flag as inappropriate

Required Connects to submit a  
proposal: 11 


Available Connects: 0

## Buy Connects

Your available Connects

0

Select the amount to buy

100 for \$15.00 

Your account will be charged

\$15.00 + Tax

Your new Connects balance will be

100

These Connects will expire on

April 24, 2026

Promo code

Enter code

Apply

This bundle of Connects will expire 1 year from today. Unused Connects rollover to the next month. [Learn more](#)

You're authorizing Upwork to charge your account. If you have sufficient funds, we will withdraw from your account balance. If not, the full amount will be charged to your primary billing method. [Learn more](#)

### FREELANCER PLUS OFFER

Get 50% off Freelancer Plus for one month and  
receive 100 Connects monthly to reach clients.  
Limited time only. 