

Curriculum Vitae



Goce Mateski

Date of birth: 14.08.1983

Address: St.Pance Poposki 3/1-13
Gostivar, Macedonia

Cell nr.: +389 78 764 818

E-mail: gocemate@gmail.com

Bachelor of Journalism

Work experience

Owner and online sales manager

October 2018 – to present

Managing and moderating Fb/Instagram pages (posting and scheduling)

Creating Ads, increasing audience into pages

Assisting customers and advising them on fashion choices

Selling clothes and shoes and processing payments

Handling returns and exchanges

Dealing with customers complains and suggesting solutions

Working in Adobe Photoshop and Adobe Illustrator (creating and editing photos)

Telemarketing representative at HED Call Center

September 2019 – January 2020

Advising present or prospective customers by answering incoming calls on a rotating basis

Contacting businesses or private individuals to buy or retain product or service by following a prepared script to give product reference

Explaining products or services and prices and answering questions to customers

Processing customer information such as name, address and payment method and enter orders into computer

Follow up with initial and potential sales contacts through calls and e-mails

Scheduling appointments for sales representatives to meet with prospective customers or for customers to attend sales presentations

Blogger and content writer at (personal web-site)

January 2017 – September 2018

Writing content for the blog on daily basis

Coming up with new article ideas (food nutrition, exercise and health topics)

Managing social media channels for the blog (Facebook, Instagram and Pinterest)

Preparing photos and multimedia content for use on the website and the social media

Managing WordPress, editing articles and optimizing content according to latest SEO rules

Regularly reviewing website content to ensure it is accurate and up to date

International training consultant at High Level Training Institute

May 2015 – February 2016

Research and connecting to potential leads on LinkedIn

Communicating with clients that may be interested in our Master degree programs in the field of project management, human resources and financial modelling

Working with time tracking programs like Hubstaff, Skype, LinkedIn and e-mail

Reporter at web news portals (A1.on, +Info)

July 2013 – January 2014

Collecting, verifying and analyzing thoroughly newsworthy information

Writing and delivering news stories

Publishing or broadcasting news stories abide by journalism's ethics and codes

Contacting, interviewing and researching sources in the field of politics and economics

Maintaining notes, taking pictures and audio recordings

Editing video, audio and photos on Adobe Premiere, Sound Forge and Adobe Photoshop

Journalist at Tv station Menada

June 2019 – June 2013

Conducting research for interesting news in the field of politics

Traveling to different locations and execute timely news coverage

Writing news and stories on a daily basis

Using a recording device for fully engagement in the conversation

Interviewing live witnesses on the scene

Collaborating with camera crew and other team members in order to create the best overview

Journalist for TV show Bidi Taka at Tv station MRTV

February 2008 – June 2008

Covering events in the field of alternative culture and music

Making interviews with a famous musicians

Live reporting from music manifestations

Skills and interests

Advanced interpersonal skills for a strong team worker who is not afraid of individual projects

Putting theory into practice and strong will to continue learning and upgrading own and team knowledge and professional experience

Timely and up to point execution of daily tasks

Proactive and eager to invent new solutions to existing problems

Very perceptive to details and fine points

Excellent time management skills

Good command of Microsoft Office tools (Word, Excel, PowerPoint), Adobe Premiere, Sound Forge, Adobe Photoshop, Adobe Illustrator and Filmora

Excellent in adapting to a multicultural environment, gained through personal experience

Driving license – B Category

Education

2002-2008

Ss.Cyril and Methodius University, Skopje

Faculty of Law "Iustinianus Primus":

Journalism

7 degree / ISCED 5 – Bachelor of Communications

1998-2002

High School "Cede Filiposki", Gostivar:

Economics

Languages

Mother language: Macedonian

Other languages:

	Understanding	Speaking	Writing
*English	*****	*****	*****
*Serbian	*****	*****	*****
*Albanian – basic knowledge			

Seminar and training attended

March 2021 – LeanSem - Google Ads Masterclass Ad research and copywriting, Keyword research and segmentation, Campaign Structure and Bidding, CRO and Marketing Funnels, Data Analyst and Insights

May 2016 – Brainster Skopje, Macedonia – Course in WordPress

November 2012 – December 2012 – Skopje, Macedonia - Training for professional and art photography (Dzolev Photography)

May 2012 – Mavrovo, Macedonia – "Ohrid Agreement – basics and reporting" NGO Adi, Gostivar

April 2012 – Sremski Karlovci, Serbia – "Project Manager" – NGO Balkan Idea

June 2011 – Wroclaw, Poland – “Human Rights Seminar”, EVS

February 2010 – Tirane, Albania – “Simulation of NATO Conference” – NGO Mjaft, Tirana

March 2009 – May 2009 – Skopje, Macedonia – “Training for journalists in the field of EU reporting” – Center for European Education – Skopje

June 2010 – Training for journalists – Application of new media, technical devices and software in multimedia journalism – Foundation for sustainable ICT solutions “Metamorphosis”
