



PROFILE

As a Master of Public Administration, I possess a diverse range of skills and knowledge that are relevant to an office assistant role. Although I don't have any work experience, I am proficient in using various computer programs and have excellent communication skills, both written and verbal. My attention to detail, organizational skills, and ability to multitask make me an effective office assistant. I am eager to learn and apply my knowledge in a professional setting. I have a positive attitude and strong work ethic, and I am committed to contributing to the success of the organization. Despite my lack of work experience, I am confident that my education and skills make me a strong candidate for an entry-level office assistant position. I am excited to join a team where I can grow and develop my skills while providing valuable support to the organization.

CONTACT

PHONE: 071 391427


EMAIL: majalozanovska86@gmail.com

LINKEDIN:

<https://www.linkedin.com/in/maja-lozanovska-b6ab99267>

CITY: Bitola

SKILLS

-  Creativity
-  Microsoft Office
-  Microsoft Teams

MAJA LOZANOVSKA

EDUCATION

Master of public administration

2009 - 2013

University "St.Kliment Ohridski", Faculty of administration and information systems management, Bitola.

Bachelor of public Administration

2005 - 2009

University "St.Kliment Ohridski", Faculty of administration and information systems management, Bitola.

COURSES

Back-end programming

InterWorks Education Center, Bitola

03/2019–06/2019

- I have learned the basics of the most in-demand programming languages, Java.
- Basics of the most advanced open source database, PostgreSQL.
- Web Services (SOAP and REST)
- Software development life cycle
- Testing principles in software engineering and testing tools (QMetry).

Back-end programming

Javen Advertajzing, Bitola

02/2019–03/2019

- Basic PHP (using the Laravel framework)
- Basic .NET
- Basic GitHub (essentials like repositories, branches, commits, and pull requests).

Front-end programming

Javen Advertajzing, Bitola

12/2018

- Basic HTML
- Basic CSS
- Basic JavaScript
- Basic web application

- + Data Entry
- + Organization and planning skills
- + Problem-Solving
- + Motivated attitude
- + Strong Communication
- + Team Work
- + Social Media
- + Research and analytical skills
- + Reliability
- + Critical thinking

HOBBY

- + Always learning new things
- + Reading books
- + Working out
- + Editing photos and videos
- + Creating (carving paper, pyrography)

Project YES Network, Preparation for employment and work

YES Network, Employment Agency, Bitola

12/2014

- How to behave in your work place
 - Communication skills
 - Team work and leadership
 - Skills for finding a job
 - Security, rights and obligations in you work place
 - Financial skills
 - Learning through work - Internship
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