

## ***CURRICULUM VITAE***



**Jovana Simić – Mirković**

**Address:** Trebevička 37, 11030 Beograd

**Phone:** +381 64 408 75 70

**e-mail:** [jovana.s.mirkovic@gmail.com](mailto:jovana.s.mirkovic@gmail.com)

**Date of Birth:** 30.01.1983.

**Nationality:** serbian

### **Education:**

2003.-2010. Academy of fine Arts, Beograd  
Graduated Art Production Manager

### **Work Experience:**

2016.-2021. **ENERGIA Gas and Power d.o.o. Beograd**

- Retail Associate
- Business Organization
- Call Center
- Customer Support
- New Customers finding
- Sales Agents Support
- Marketing Assistance
- Social Network Content writing

2010.-2016. **Insist d.o.o. Beograd**

- Backoffice:  
Customer Support  
Business Organisation

2012.-2013.	<b>Weekend edition of Magazine POLITIKA</b> (organisation and writing)
2009.-2010.	<b>Publishing House Melon d.o.o.</b> , Magazine Svedok, Magazine Dilema <ul style="list-style-type: none"> <li>- Business Organizer and Writer</li> <li>- Editor Assistance</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>- English: advanced</li> <li>- German: initial</li> <li>- Greek: initial</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>- Organizational</li> <li>- Leadership</li> <li>- Motivational</li> <li>- Innovative</li> <li>- Creative</li> </ul>
<b>Computer Skills:</b>	<ul style="list-style-type: none"> <li>- MS applications: Word and Excel</li> <li>- Internet</li> </ul>
<b>Interests:</b>	<ul style="list-style-type: none"> <li>- Creative writing</li> <li>- Blog writing</li> <li>- PR</li> <li>- Marketing</li> </ul>
<b>Characteristics:</b>	<ul style="list-style-type: none"> <li>- Responsible</li> <li>- Persistent</li> <li>- Communicative</li> <li>- Kind</li> <li>- Creative</li> <li>- Ambitious</li> </ul>
<b>Volunteering:</b>	<ul style="list-style-type: none"> <li>- AKUD Lola (Amateur Theater Levo): acting and organization</li> </ul>
<b>Other Activities:</b>	<ul style="list-style-type: none"> <li>- Published a Book of Poetry „Kraj milenijuma“, Čigoja štampa Beograd, 1999.</li> <li>- Book Promotion Organization</li> <li>- Exhibition Organization</li> <li>- Jewelry Design and Sales</li> <li>- Blog Running</li> </ul>