

CURRICULUM VITAE



Jovica Ruteski

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Address: Street "Vasko Karangeski" #23/54, 1000 Skopje, North Macedonia

Date of birth: September 1st, 1984

WORKING EXPERIENCE

Sep 2021 - Oct 2022

Sales Representative - Digit Computer Engineering

- Maintaining communication with ongoing clients in person (on-premise), via phone and email
- Schedule appointments and visit key accounts
- Giving presentations to potential clients about the company's profile and product portfolio
- Tracking product inventory and formulating client prices using the company's ERP software solution
- Writing offers and creating invoices for clients

Mar 2019 - Sep 2021

Freelance Digital Marketer

- Creating Marketing Designs using Photoshop and Canva
- Email Marketing (Autoresponders, Mailchimp, GetResponse)
- Creating Landing Pages using Elementor
- Creating Lead Magnets
- SEO
- Google Analytics

Jun 2017 - Mar 2019

Receptionist - Hotel Leonardo

- Working with booking applications
- Maintain relationships and communication with clients
- Email Communication
- Making invoices and processing payments

Mar 2014 - Dec 2015

Counter Clerk - Globalex

- Processing currency exchange transactions
- Processing fast money transfer transactions
- Processing tax refund transactions
- Maintain relationships and communication with clients
- Making invoices and processing payments

May 2009 - Oct 2009

**Server Assistant - Hyatt Regency Lake Tahoe (USA)
Cashier - Tahoe Biltmore (USA)**

May 2007 - Oct 2007

**Ride Operator - Six Flags Magic Mountain (USA)
Cashier - Walmart stores inc. (USA)**

EDUCATION

Jan 2023 - present

**The Modern Python 3 Bootcamp - Udemy Course
100 Days of Code - The complete Python 3 Pro Bootcamp - Udemy Course
Python Data Analysis and Visualization Masterclass - Udemy Course**

Sep 2005 - June 2019

Interior Design - Bachelor's Degree
The University of St. Cyril and Methodius - Skopje

Sep 2010 – Sep 2021

**Training in the area of transactional analysis (TA) for improving
communication skills, personal growth, and development - 1000+ hours**
Modus Centar - Skopje

May 2017 - June 2017

Certificate in stress management
- Understanding the dynamic and reactions to stress factors
- Diagnosing the effects of stress factors on the individual
- Developing personal capacity for evaluating and reacting to stress factors
- A choice for a functional approach to stress factors

Apr 2015 - May 2015

Certificate in communication, and working in a team
- Functional and goal-oriented communication and presentation
- Constructive approach to conflict and functional agreement
- Successful fulfillment and performance in the team role

Sep 2012 – June 2013

Web Design - Certificate
SEDC Academy - Skopje

LANGUAGES

Macedonian – Native
English – Proficient in speaking, reading, and writing
Serbian, Croatian – Moderate
Bulgarian – Moderate
Spanish - Basic

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook)
WordPress
Adobe Photoshop, Canva
SEO

PERSONAL SKILLS

- Tech Savvy; ambitious; self-driven and enthusiastic hard worker; fast learner with high sense of self-responsibility; strong organizational skills
- High communication and social skills; empathy; listening skills; excellent team worker; high flexibility and adaptability; strong intuition; a loyal and trustful person

COURSES, CERTIFICATES, AND AWARDS

English language certificates from the University of “Koco Racin - Skopje”
Certificate of Distinction from “Six Flags Magic Mountain”
Special Achievement Award from “Six Flags Magic Mountain”
Service Superstar Award from “Six Flags Magic Mountain”
The Complete Digital Marketing Course - Udemy.com
Interior Design Home Study Course - Trendimi.com

INTERESTS

- Computer Science, Technology, Business, Marketing, Design, Fitness, Psychology, Spirituality, MMA

REFERENCES

Upon Request