

## PERSONAL INFORMATION

## Jovana Petkovska

📍 Str.66 No.4, Volkovo, 1000 Skopje (North Macedonia)

☎ +389 70 801 701

✉ jovanapetkovska@live.com

🌐 <https://www.linkedin.com/in/jovanapetkovska/>

💬 Skype jolli2001

Sex Female | Date of birth 20/01/1988 | Nationality Macedonian/citizen of the Republic of North Macedonia

## WORK EXPERIENCE

April 2020 – Present **Research Assistant and Communication Specialist**

Prespa Institute, Skopje (North Macedonia)

- Assistance with preparation for the implementation of research activities within the project and the organization
- Assistance in conducting research activities
- Assistance in data collection, as well as maintaining a database
- Coordination of specific activities within the project in accordance with the guidelines obtained from the project coordinator
- Assistance in project administration

Nov 2019–April 2020 **Research Analyst**

Tomato Talent, Skopje (North Macedonia)

- Perform qualitative and quantitative research on relative markets
- Keep up-to-date knowledge of the industry and related markets being researched
- Understand the needs of the client in order to target research to their benefit
- Source potential candidates
- Create reports
- Communicate and align strategies with clients and team members

Aug 2018–Nov 2019 **HR/Office Manager**

iStateArt, Skopje (North Macedonia)

- Manage HR (payroll, benefits, training, evaluations & recruiting)
- Develop and implement company policies (employee handbook, perks & benefits, remote work policies, etc.)
- Manage on-boarding process
- Day to day operational management of the office including communication and correspondences with partners and clients, procurement, finance and budgeting.

Feb 2018–Jul 2018 **HR/Office Manager**

Apostolska & Partners, Law Firm, Skopje (North Macedonia)

- Manage HR (payroll, benefits, training, evaluations & recruiting)
- Day to day operational management of the office including communication and correspondences with partners and clients, procurement, finance and budgeting

May 2017–Jan 2018 **Freelance content writer**

## UpWork

- Research on specific topics
- Produce well-researched content
- Blog articles

Nov 2015–Apr 2017

**CEED Hub Skopje Coordinator**

CEED HUB Skopje - USAID's Micro and Small Enterprises Project, Skopje (North Macedonia)

- Operational management of the hub such as reporting to donors, advance requests and budget overseeing, preparing detailed weekly, monthly and quarterly reports, as well as day to day operational and administrative management
- Communicating and facilitating communications with all external stakeholders
- Develop and implement acceleration and pre-acceleration programs with international startup experts
- Supporting and following the work of the partners
- Managing the CEED Hub Skopje mentoring process that includes connecting overseeing and facilitating the mentor-ship relationship between startups/ideas and Macedonian entrepreneurs
- Making decisions (as part of a team) on pre-seed and grants funding for start-ups
- Coordinating international visits and educational field-trips sponsored by USAID projects for selected start-ups from 12 countries in South-East Europe and Eurasia

Nov 2014–Oct 2015

**Administrative and project assistant**

USAID's Micro and Small Enterprises Project, implemented by CEED Macedonia

- Planning and implementation of training and educational events
- Communication with clients, partners, and other stakeholders
- Preparing monthly sales analytics report for the whole sales team
- Administrative activities
- Responsible for team of two – cleaning assistant and driver
- Translation

Nov 2013–Oct 2014

**Administrative Assistant**

Macedonia2025, Skopje (North Macedonia)

- Administrative activities
- Work on database management
- Communication with external stakeholders
- Translation of various documents from English to Macedonian and vice versa

Mar 2010–Jul 2011

**English Language Teacher**

SUGS "Georgi Dimitrov", Skopje (North Macedonia)

- Making semi-annual, monthly and daily lessons plans and preparations
- Teaching and delivering classes
- Grading students
- Providing additional assistance to students when needed (extra classes for those who were absent, those who needed extra support etc.)
- Supporting the students in delivery of environmental projects

**EDUCATION AND TRAINING**

10/2006–08/2009

**Bachelor's Degree; Professor of English Language and Literature**

South Eastern European University, Tetovo (North Macedonia)

- Subjects: English language and literature, English Language Teaching Methodology, Psychology of Education, Curriculum Design.
- Skills: Language awareness and language use in the classroom, planning, teaching and evaluation, assessment and evaluation.

Oct 2011–Present

### Master Degree in Human Resources Management

Institute for Sociological, Political and Juridical Research; University “Ss. Cyril and Methodius”, Skopje (North Macedonia)

- Subjects: Human Resources Management, Strategic Management, Project Management, Professional and Career Development.
- Skills: Analysis of skills, training needs, climate analysis, recruiting and selection, personnel management and training design

## PERSONAL SKILLS

Mother tongue(s) Macedonian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Spanish	B1	B1	A2	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages - Self-assessment grid

Communication skills

I am a self-motivated team player, capable of establishing and maintaining professional relations with people of different national and cultural backgrounds and age. I have capability of seeing the big picture and at the same time paying attention to small details and I am always maintaining multi-faceted view on issues, situation and people.

Organisational / managerial skills

Strong sense of leadership and very good organizational skill, such as multi-tasking, planning and setting priorities; excellent analytical and decision making skills.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Independent user	Proficient user

Digital skills - Self-assessment grid

- MS Office: Word, Excel, PowerPoint, Publisher, Outlook
- Internet