



Maja Velichkova Makedonska

Entrepreneur

Having a creative personality and being open to new challenges, I am a lifelong learner. My experience is vast and diverse. Computer literate for 25+ years, I am well accustomed in learning new applications and software. The working assignments are my utmost priority and on all my previous positions I had outperformed the expectations. Self motivated and proactive individual, yet a cooperative team member.

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📍 Skopje, Macedonia

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WORK EXPERIENCE

Administrative Assistant Agile Pro Solutions

02/2022 - Present

Skopje, Macedonia

Achievements/Tasks

- providing assistance to the HR-onboarding manager and the COO, administration of HR and financial documents, employee absences, office supplies, employees' rep. for Health & safety, various HR records

Entrepreneur WOW Box

12/2016 - Present

Skopje, Macedonia

Achievements/Tasks

- grant and acceleration funding, creative design and marketing communication, developing sales offer, web administration, social responsibility campaign

Customer Care Eco Logistic Service

12/2019 - 05/2020

Skopje, Macedonia

Achievements/Tasks

- phone communication to customers, resolving delivery complaints, complaints and productivity reports

Project Coordinator Macedonia 2025

03/2012 - 02/2014

Skopje, Macedonia

Achievements/Tasks

- project management for Macedonia 2025 Summit (booking service providers; promotion of sponsors, registering participants; PR, B2B meetings; co-producer of Summit catalogue/proceedings), mail-campaigns, Social media content production, office management, networking events

Election Monitor OSCE

2011

Skopje, Macedonia

Marketing Agent

Utrinski vesnik, Media Print Macedonia, Reporter, Globus

2000 - 2009

Skopje, Macedonia

EDUCATION

Marketing

Faculty of Economics, Ss. Cyril & Methodious - Skopje

Social Development - MSc. candidate

Institute for Sociological, Political and Juridical Research

SKILLS

Customer relationship management

PR

Critical thinking

Project Management

Event Management

Strategic Planning

ACHIEVEMENTS

elected representative for Health and safety by the colleagues at APS after 2 months with them

150+ customer replies per day in ELS

creative design and web site administration for WOW Box

one of the three core team members for execution of the Macedonia 2025 Summit in 2012 and 2013, member of a working group of 3, with 300+ participants and high Govt representatives

LANGUAGES

English

Native or Bilingual Proficiency

INTERESTS

Creationism

Intelligent Design

Bible study