

Andjela Petrovska



- Professional in the field of organization and marketing management with over 10 years of experience in culture and cultural events.
- Ability to coordinate and organize events in all areas.
- Customer care
- Translating document/texts, writing texts and transcribing videos.

About

Date of birth:

01.09.1993

Residence:

Nas. Karpos 5-5/14
7000, Bitola
R. Macedonia

Phone number: +389 071953951

Email: andjela.petrovska@yahoo.com

Driving licence - non

Marital status: unmarried

Personal skills:

- Excellent ability to organize a team in charge of given projects
- Excellent attitude and communication with customers.

Areas with the greatest contribution:

- Doing administrative work.
- Coordination, project management, events.
- Managing Fb Pages, Instagram Profiles, Web Pages, and Blog Pages.

Professional experience

06/2020- **Administrator / Courier**

12/2020 **In Poshta Radeski Bitola**

- Receiving and sending of packages, delivery of packages, coordination and organization of database and the couriers.
- Customer and consumer care.
- Working with software, a telephone operator, customer care
- Closing reports at the end of each shift with the couriers.
- Social network administrator on Instagram and Facebook.

10/2018 – **Coordinator**

06/2019 **Kino Kultura -Skopje (Lokomotiva, Theater Navigator Cvetko**

- Establishing and maintaining contacts with customers for certain organized events
- Supervision and evaluation of the employees work and reporting to the management in order to fulfill the set goals
- Leading and coordinating the website of Kino Kultura and Lokomotiva. (working in WordPress)
<https://www.kinokultura.org.mk/>
<https://www.lokomotiva.org.mk/>
- Managing and posting events on Facebook and Twitter page of Kino Kultura, Lokomotiva
- Running three different Lokomotiva blogs

04/2019-

09/2019

Office Manager / Administrator / Coordinator

Faculty of things that can't be learned (FR~U)

- Organizing the office
- Document translations, video transcription

<ul style="list-style-type: none"> • Translation of documents, editing, writing and transcribing. • Organization and coordination of teamwork. • Costumer care. 	<ul style="list-style-type: none"> • Working on projects, workshops, within USAID • Hosting guests
<p><u>Computer skills and training:</u></p> <ul style="list-style-type: none"> • Advanced knowledge of the MS Office package, • MS Excel Financial Management, • WordPress, working with web pages. • Blogger, work with blog pages. 	<p>07/2008 – 09/2018 Organization National Theater Bitola</p> <ul style="list-style-type: none"> • Preparation and reception of guests in the theater, • Coordination with a team appointed to host and accommodate guests, • Organization and coordination of festivals and manifestations, events, fairs, seminars held in the National Theater Bitola and the Center for Culture in Bitola. <p>06/2015 – 09/2015 Bartender, Waiter / Reception <i>Eurostrand Resort Moseltal Leiwen – Germany</i></p> <p>Work at the bar, serving guests and reception of guests at the hotel and helping various departments of the catering facility in Leuven, Germany</p> <p>07/2008-02/2018 Organization of festivals (part-time participation)</p> <ul style="list-style-type: none"> • "Shakespeare Festival" - Bitola • "Monodrama Festival" - Bitola • "Manaki Brothers Film Festival" - Bitola • "Bitfest" - Bitola • "AKTO" -Bitola • "Ilinden days" - Bitola • "Aeromiting" -Bitola • "Music of the world Festival" - Bitola <p>* Accommodation of guests, communication and coordination with hotel accommodation, restaurants etc.</p> <p>* Work on seminars, fairs, product presentations, presentations at the booth, sales, etc.</p>
<p>Languages</p>	<p>Education</p>
<p>Macedonian (native)</p> <p>English (advanced professional level)</p> <p>Serbian (advanced professional level)</p> <p>German (advanced professional level)</p>	<p>2008 - 2012 • SOU Taki Daskalo-Bitola - Language</p> <p>2012 – 2017 • University "St. Kliment Ohridski" - Bitola Faculty of Pedagogy-Bitola Section: German Language and Literature</p>