



Jana Spiroska

Nationality: Macedonian/citizen of the Republic of North Macedonia

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Date of birth: 13/07/1980

Gender: Female

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LANGUAGE SKILLS

Mother tongue(s): **Macedonian**

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Turkish

LISTENING A2 READING B1 WRITING A2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

WORK EXPERIENCE

English Language Teacher

Tefeyyuz, Elementary School [01/09/2010 – Current]

City: Skopje

Country: North Macedonia

- Teaching English language to students as part of their mandatory curriculum.
- Communicating with parents face to face and electronically, as well as with the school's administration by writing emails and letters regarding students' grades, progress and issues.
- Organizing and attending regular meetings with parents to discuss grades, progress and other student related matters.

Translator / Interpreter

Freelance [2002 – Current]

City: Skopje

Country: North Macedonia

- **Business or sector:** Administrative and support service activities

Being a Certified Court Translator I translate various types of documents ranging from personal identification documents, certificates, diplomas, transcripts to exhibition openings and medical diagnosis.

Administrative assistant

NOVA International Schools [01/04/2011 – 31/08/2012]

City: Skopje

Country: North Macedonia

- Meeting prospective students and their parents to introduce them to the school, curriculum, conditions and the likes.
- Scheduling meetings for the Elementary and Middle school principle, maintaining their daily schedules, taking calls, forwarding calls.
- Drafting and preparing letters and e-mails to be sent to parents regarding various events, such as book fairs, parent meetings, celebrations, performances, field trips and the likes.
- Contacting parents via telephone regarding various matters.
- Attending regular weekly meetings and taking minutes.
- Contacting various institutions important to the school, such as municipalities, museums, theatres, cinemas, via e-mail or telephone to obtain information regarding prices, conditions, dates, etc.
- Using the school's electronic system to enter general information, student information, grades, and the likes.

Secretary

The European Union Delegation to the Republic of North Macedonia [01/11/2007 – 31/08/2009]

City: Skopje

Country: North Macedonia

- Answering, screening and forwarding incoming phone calls / switchboard operation.
- Registration of incoming mail and filing as per the Delegation's internal filing system.
- Taking minutes of meetings at weekly staff meetings.
- Organizing and coordinating events.
- Maintaining the supervisors' agenda.
- Assistance in preparation of meetings and conferences.
- Receiving and summarizing concerns from citizens, translate them, and relay them to relevant Section.
- Translation/interpretation of various documents.
- Organizing meetings with various state and no-state parties.
- Managing logistical and travel arrangements.

Team Assistant

The World Bank [2006 – 2007]

City: Skopje

Country: North Macedonia

- Scheduling meetings with government representatives for staff members.
- Logistically organising visits for high profile visitors from the World Bank office in Washington D.C. by organizing mission travel arrangements.
- Drafting and preparing e-mails and documents to be signed by the department or Country manager.
- Using the electronic filing system to file received and sent documents on a daily basis.
- Translating various documents and letters.

Secretary / Interpreter

European Union Monitoring Mission [2005 – 2007]

City: Skopje

Country: North Macedonia

- Scheduling meetings for the Head of Mission and international supporting staff.
- Daily newspaper and news interpreting.
- Translating various documents on a daily basis.
- Travel, transport and accommodation arrangements for staff members.
- Answering, screening and forwarding incoming phone calls.
- Receiving and summarizing concerns from citizens, translate them, and relay them to relevant Section.

EDUCATION AND TRAINING

BA in English language and Turkish Language and Literature

"Ss. Cyril and Methodius" University, Faculty of Philology [1999 – 2006]

Address: 1000 Skopje (North Macedonia)

<http://www.ukim.edu.mk>

Field(s) of study: Arts and humanities

Final grade : 8.49

Thesis: Awarded merit-based state student scholarship for four consecutive years

English Language and Literature.

Interpreting and translating.

Teaching.

Graduate studies in English Language Teaching

University American College Skopje [01/02/2019 – Current]

Address: 1000 Skopje (North Macedonia)

DIGITAL SKILLS

Outlook / DELORES / Novell GroupWise / Administrator's Plus / Microsoft Office