


## PERSONAL INFORMATION

## Jovana Vrklevska



 3, Pande Nikolov, 7000 Bitola (North Macedonia)

 (+389) 78 306 103

 jovana\_jakimova@yahoo.com

**Sex** Female | **Date of birth** 6/7/1989 | **Nationality** Macedonian/citizen of the Republic of North Macedonia

## EDUCATION AND TRAINING

15/09/2013–13/06/2017

**Master of Science degree, Department “Psychology of social protection”**

EQF level 7

International Slavic University, G.R.Derzavin, Bitola (North Macedonia)

- Social protection in North Macedonia;
- Family therapy;
- Psychological counselling in stress and crisis;
- Psycho-social work with children and youngsters with delinquent behavior;
- Methodology and scientific theory;

15/09/2008–18/12/2012

**Translator; Professor**

EQF level 6

Ss. Cyril and Methodius University, Skopje (North Macedonia)

- -Professional translator from French and English into Macedonian and from Macedonian into French and English, Professor for English and French
- -Methodology
- -Pedagogy
- -Psychology

## WORK EXPERIENCE

02/04/2018–10/05/2019

**Radio editor and on-air presenter**

Radio Sveti Nikole, Sveti Nikole (North Macedonia)

Radio host, radio presenter and on-air position in the radio, as well as, making promotion of products and services, marketing and writing for the radio

03/05/2017–01/01/2018

**French teacher**

Primary school "Goce Delcev", Sveti Nikole (North Macedonia)

- Class teacher
- Conducting classes of French language

01/09/2011–20/04/2015

**Project Assistant**

Foundation Evro centar, Sveti Nikole (North Macedonia)

- Project assistant
- Responsible for office duty; Work on documentation for Foundations' projects;
- Experiences of writing project and implementation of more than 16 projects in area of local and regional economic development, women entrepreneurship, social cohesion and social entrepreneurship, promotion of new employments and vocational training. I am junior trainer of PCM and Financial education. Responsible for all office duty on a daily basis; Preparing of progress

and monitoring reports; Organization of workshops, training and preparation of working materials; responsibility for all logistic support of the project activities realization; Experience in preparation of financial report for reimbursement of the Projects eligible expenditures as well as in preparation of periodical and final financial reports;

Project Assistant of the following European projects:

\*Project: Women entrepreneurship for sustainable economic development- WE SEE // Foundation Evro centar as Lead partner//IPA Cross-Border Programme

\*Project: "To keep the youth in the cross border region-new Y4Y" Municipality of Staro Nagoricane as Lead partner //IPA Cross-Border Programme

\*Project "Financial education for adults and youth" FOOM

\*Project: „European Network of Mentors for Women Entrepreneurs in Macedonia – new Mentor“ //EU Programme (Competitiveness and Innovation Programme)

\*Project: "Europe for citizens in small municipalities" //Programme Europe for citizens of European Commission

\*Project: "Inclusion through the beauty of handicraft" //Austrian Development Cooperation and Ludvig Bolcman Institute for human rights

## PERSONAL SKILLS

Mother tongue(s) Macedonian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
French	C1	C1	C1	C1	C1
Serbian	C1	C1	C1	C1	C1
Spanish	B1	B1	B1	B1	A2

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

- Excellent inter-personal and communication skills, patience and high tolerance threshold, gained in my experience as an assistant
- Ability to motivate the team and successfully achieve interpersonal relationships
- Adaptable and flexible; well organized planner and scheduler
- Sound planning and organizational skills
- Oratorical skills for a wider audience
- Excellent organizational skills with a special sense of detail,
- Ability to communicate with heterogeneous groups, flexible and adaptive, but also innovative, creative and self-directed
- Ability to empathize and understand other people's views so I can balance the differences, behave well with each of the team and achieve successful cooperation
- Tolerant and understanding - especially good with young/elderly people/needly people/disadvantage people etc.

## Organisational / managerial skills

- Determined, hard-working and persistent person
- Strong planning, organizing and monitoring abilities
- Results-driven, logical and methodical approach to achieving tasks and objectives
- Entrepreneur and pro-active-strong drive and keen business mind

- Self-aware always seeking to learn and grow
- Ability to take personal initiative and to find new approaches and creative solutions to problems
- Capability to deal productively with communication barriers and to resolve conflicts in a constructive manner

#### Job-related skills

- Excellent planning skills, organizational research skills, as well as precision and accuracy in work and pressure
- Knowledge of report preparation and office work
- Preparation for upgrading the knowledge according to the needs of the company, all in order to perform the work tasks flawlessly
- Ability to achieve constructive cooperation and motivate the team
- Accuracy in work and flexible approach in changing situations and situations
- Ability for both individual and team work

#### Digital skills

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

Digital skills - Self-assessment grid

Exceptional knowledge of Windows applications: Word, Excel, Internet, PowerPoint

#### Other skills

- Reading: passionate reader, preparing students for essay testing, teaching and encouraging creativity and motivation
- First help: certified for first aid, Red Cross training

#### Driving licence

B