



## Marijana Simakoska

**Nationality:** Macedonian/citizen of the Republic of North Macedonia

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**Date of birth:** 27/01/1984

**Gender:** Female

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**Address:** Bulevar 1vi Maj 268, 7000 Bitola (North Macedonia)

### ABOUT ME

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Passionate, Creative, and Energetic Wedding Planner with eight years of professional experience in the fast-paced Wedding and Event Planning industry. Possess a highly professional attitude, extensive communication/leadership skills, strong attention to detail. Also, Possess ability to operate under deadlines and utilize personal initiative. I have experience with data entry in software systems, data transfer, record updates, excellent knowledge of Word, Excel Spreadsheet program, PowerPoint, and Corel X10.

### EDUCATION AND TRAINING

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#### Administrator for data entry

**FAMIS Faculty of Administration and Management Information Systems** [ 01/11/2009 – 01/09/2012 ]

Address: 1vi Maj 66, Bitola, 7000 Bitola (North Macedonia)

<https://www.uklo.edu.mk/>

#### Insurance Manager

**FTU Faculty of Tourism and Hospitality** [ 01/09/2002 – 12/01/2009 ]

Address: Kej Makedonija 75, Ohrid, 6000 Охрид (North Macedonia)

<https://ftu.uklo.edu.mk/>

### WORK EXPERIENCE

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#### Data base administrator

**SETTE Clipping** [ 01/01/2020 – Current ]

City: Bitola

Country: North Macedonia

- responsible for updating, retrieving, and maintaining information contained in the firm's computers
- involves carrying out tasks such as transferring paper information into computer folders or files
- work with Word Processor and Spreadsheet software to input data, including data that are related to surveys, sales, statistics and client information, to the computer.
- confirmation of customer account information entered and correction, assessment and corrections, as well as re-entry of information when incomplete
- work with external customers and firms

## Event and project manager

**I Do** [ 10/07/2012 – 31/12/2019 ]

**City:** Bitola

**Country:** North Macedonia

- Design, planning and management of: Party celebrations, Bachelor parties, Wedding ceremonies, Wedding receptions.
- Determining whether it is an outdoor or indoor event Planning events, ranging from 10-500 people.
- Conducting personal and telephone meetings with clients to understand their needs and goals at the event / wedding, the date of the event, the time and place of the events Inspiring customers with ideas for decorations, theme, colors, catering materials and all other details of the event.
- Creating user plans for events that fit the vision and budget of the clients.
- Maintain professional relationships with vendors and venues, such as florists, photographers, caterers (hotels and restaurants), bakers and invitation designers
- Negotiation agreements with selected sellers and making payments as needed
- Arranging the necessary materials for the wedding and equipment for timely transfer to the place / wedding
- Communicate with clients and their families to address last minute needs or changes
- Monitor all activities on the wedding day to make sure everything goes well and in order

## Insurance office clerk

**AD Croatia Insurance** [ 22/11/2011 – 31/05/2012 ]

**City:** Ohrid

**Country:** North Macedonia

- Responsible for the sale and negotiation of life insurance, health insurance, property or other types of insurance.
- Scheduled daily phone calls and meetings with clients to attract new business activities.
- Responsible for calculating premium amounts and setting payment methods.
- Attend meetings, seminars and programs to learn about new products, policies, services and their pricing.
- Responsible for sales volume analysis, retention and loss and similar services.

## DIGITAL SKILLS

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Microsoft Office / Microsoft Excel / Microsoft Word / Zoom / Instagram / Power Point / Data Entry / COREL Corel Draw 10 / Google Suite: Gmail, Google Drive, Google Slide, Google Docs, Google Sheets, Google Forms, Google

## COMMUNICATION AND INTERPERSONAL SKILLS

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### Posses:

- Awareness (of yourself and others)
- Caring about other people.
- Collaborating and working well together with others.
- Comforting people when they need it.
- Clear communication skills.
- Conflict management and resolution skills.
- Constructive feedback
- Active listening
- Teamwork.
- Responsibility
- Leadership
- Motivation
- Flexibility
- Patience

## ORGANISATIONAL SKILLS

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### Posses:

- Creating and keeping deadlines.
- Goal setting and meeting goals.
- Decision making.
- Managing appointments.
- Team management.
- Project management.
- Making schedules
- Multitasking
- Problem solving

## LANGUAGE SKILLS

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Mother tongue(s):

**Macedonian**

Other language(s):

**English**

**LISTENING B2 READING C1 WRITING C1**

**SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2**

## HOBBIES AND INTERESTS

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### Creative works

- Traveling
- Reading books
- Cooking
- Yoga
- Nature walks
- Making creative items from paper and jewelry
- Making creative invitations.

**DRIVING LICENCE**

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Driving Licence: B