



European  
curriculum vitae  
format



Personal information

Name	Nacev Nikola
Address	Hristo Tatarchev 62-2/10, 1000 Skopje
Telephone	+389 (0)78 71 88 72
E-mail	nikola.nacev@t.mk
Sex, Nationality, Date of birth	Male, Macedonian, 08/06/1976

Date	Work experience
02.2021-present	Owner, developer of Bringtone.com website (Ringtones and Music platform)
10.2020-present	<b>Derma Lux Skopje &amp; Ohrid.</b> Mitropolit Teodosij Gologanov 96, 1000 Skopje, Macedonia <u>Website developer Wordpress, SEO, Digital Marketer &amp; Social Media Customer Care - dermalux.mk</u>
10.2020-01.2022	<b>Suprema DOO - Literatura.mk</b> , 1000 Skopje, Macedonia <u>Sales representative and Customer care - literatura.mk</u>
10.2017-09.2020	<b>Audio, photo &amp; video production company Gemini Production</b> Emil Zola 13-6, 1000 Skopje, Macedonia <u>Owner/Manager, Event organizer, Sound, Light, Camera, Dron recording</u>
10.2015-10.2017	<b>Audio, photo &amp; video production freelancing services</b> Leopoldauerstrasse 163/2/201, 1210 Vienna, Austria <u>Audio, photo &amp; video production, music producer, voice over artist, photo &amp; video editor</u>
06.2000-09.2015	<b>Public Enterprise - Official Gazette of Republic of Macedonia</b> Bul. Partizanski Odredi 29, 1000 Skopje, Republic of Macedonia Governmental National Law Publishing Enterprise <u>IT Customer Care, Senior Administrative Officer</u> <b>15 years of experience with:</b> <ul style="list-style-type: none"><li>- Customer service and IT helpdesk support for external and internal users of the IT network systems, the Database, Network security,</li><li>- Responsibility for final technical setup of the Gazette pre press. Compilation, editing and graphic design of text and images (MS Office Word, Adobe Acrobat PDF, PaperPort scanning procedures, Web Builder, Team Viewer, Skype etc),</li><li>- Implementing the first in-house compilation and publishing of the Gazette, with subsequent shift to in-house production and publishing,</li><li>- Maintaining the Enterprise Laws Database with over 40.000 Law documents (Page Setups, Paragraphs, Image and Fonts editing etc) on a daily basis,</li><li>- Maintaining the web site and publishing laws and news of the Enterprise,</li><li>- As one of only three employees in the history of the Gazette, received a 60-year Gazette Jubilee Award for exceptional dedication and contribution to the development of the Enterprise.</li></ul>

Date	Education and training
05.2016-present	<b>Udemy - udemy.com (courses)</b> <ul style="list-style-type: none"> <li>- Be a Voice Actor (Making a living with your voice),</li> <li>- VPS server management and Wordpress on a VPS,</li> <li>- Google Analytics Certification course,</li> <li>- The Complete Digital Marketing - 12 courses in 1,</li> <li>- Youtube Marketing 2021 - SEO &amp; Algorithms.</li> </ul>
08.2015-04.2016	<b>VHS Urania Vienna</b> <b>German language course A1 Level &amp; A2 Level</b> ÖSD Certificate (Examination center TU ES in Vienna / Austria) <i>A1 Level</i>
04.2010	<b>Authorized Management Education Center MOTIVA Skopje</b> <b>Communication skills and Team work</b> Certificate of completion
11.2004-12.2004	<b>Computing Educational Center ALEXANDRIA Skopje</b> <b>MS Office Windows and MS Office</b> Certificate of completion
09.1990-06.1994	<b>SEPU Boris Kidric (changed name to Vasil Antevski – Dren), Skopje</b> Technician in Law, High School Diploma (certificate) / Secondary School Level

Languages	
Mother tongue	Macedonian (Mother tongue level: all the Ex Yugoslavian languages)
Other language	
	English
Reading skills	Excellent
Writing skills	Excellent
Verbal skills	Excellent
	German
Reading skills	Good
Writing skills	Basic
Verbal skills	Basic
	Bulgarian
Reading skills	Excellent
Writing skills	Good
Verbal skills	Very good

	Other skills and competences
Organizational and personal	<ul style="list-style-type: none"> <li>- Very good social and communication skills, excellent team player,</li> <li>- Ability to prevent or resolve conflicts; handling situations in a positive, constructive manner,</li> <li>- Coaching and training skills,</li> <li>- Very good organizing skills: analytical approach, planning, time management, scheduling, coordinating resources and meeting deadlines.</li> </ul>
Technical	<ul style="list-style-type: none"> <li>- Advanced administrator level in the following IT applications: <i>MS Office &amp; Windows, Internet, Web browsers, Adobe Acrobat PDF, PaperPort scanning procedures, Photoshop, Web Builder, Team Viewer, Mixcraft DAW, Wordpress website design, VPS server management,</i></li> <li>- <i>audio, photo &amp; video editing software,</i></li> <li>- IT hardware and network administration,</li> <li>- Text, image &amp; video editing,</li> <li>- Audio production &amp; engineering.</li> </ul>

Artistic		- Guitar playing, singing, songwriting.
Sports		- Football, basketball, tennis, table tennis etc., - Former football referee.
<b>Driving licence(s)</b>		<b>B</b>
<b>Additional information</b>		<p>Reference persons:</p> <ol style="list-style-type: none"> <li>1. Biljana Cvetanovska (Head of the Law and HR Department in the P.E. Official Gazette of Republic of Macedonia, Skopje) Telephone: +389 75 344 630 e-mail: biljanac@slvesnik.com.mk</li> <li>2. Elisaveta Janevska (Senior Law Adviser in the Law and HR Department in the P.E. Official Gazette of Republic of Macedonia, Skopje) Telephone: +389 77 943 788 e-mail: elisavetaf@slvesnik.com.mk</li> <li>3. Biljana Stojanovska (Senior Adviser in the Editorial and IT department of the P.E. Official Gazette of Republic of Macedonia, Skopje) Telephone: +389 71 327 732 e-mail: biljanas@slvesnik.com.mk</li> </ol>