


PERSONAL INFORMATION

Simona Stojcevska

 Bitola, Macedonia

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Sex Female | Date of birth 23.10.1995 | Nationality Macedonian

WORK EXPERIENCE

- | | |
|-----------------|--|
| 2011 (seasonal) | Salesperson
TD "Evropa 2002" DOO Otesevo – Resen |
| 2016 (seasonal) | Receptionist
TD "Evropa 2002" DOO Otesevo – Resen |
| 2017 | Sales Manager
TD "Evroturs Mako" DOO Otesevo – Resen |
| 2018 – 2022 | Executive Manager
TD "Evroturs Mako" DOO Otesevo – Resen |
| 2022 – 2023 | Legal Intern – Voluntary
Primary Court - Bitola |

EDUCATION AND TRAINING

- | | |
|-------------|---|
| 2010 – 2014 | High School
<i>High School Diploma</i>
SOU "Car Samoil" – Resen |
| 2015 – 2018 | Bachelor of Laws (LLB)
<i>Faculty of Law</i>
"Ss. Kliment Ohridski" University – Bitola |
| 2018 – 2022 | Master of Laws (LLM) – Criminal Law
<i>Faculty of Law</i>
"Ss. Kliment Ohridski" University - Bitola |

PERSONAL SKILLS

Mother tongue(s) Macedonian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Spanish	B2	B2	B2	B2	B2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Job-related skills • Stages and procedures of training from the reception department, reception of clients, flow of documentation, holding of hearings, preparation of decisions and their delivery to the parties.

Communication skills • Excellent communication skills acquired in my experience as a receptionist where I mostly worked with foreign guests.

Organisational / managerial skills • Excellent organizational skills, servility, reliability, loyalty, commitment, strong team spirit and responsibility acquired in the position of executive manager.

Computer skills • I use MS Office tools solidly, I actively use the Internet, e-mail, as well as Internet services and media

ADDITIONAL INFORMATION

Publications • Master thesis “ КАЗНЕНО – ПРАВНИ И ОПШТЕСТВЕНИ АСПЕКТИ НА КРИВИЧНОТО ДЕЛО “УБИСТВО ОД БЛАГОРОДНИ ПОБУДИ” ВО РЕПУБЛИКА СЕВЕРНА МАКЕДОНИЈА И ВО ДРУГИ ЗЕМЈИ ”

Memberships • Legal Clinic at “Ss. Kliment Ohridski” University - Bitola