



IVANA KARAJANOVSKA

PROFILE

I consider myself as a communicative person, but at the same time very disciplined. I want to work in a team and upgrade my knowledge that way. I easily adapt to new environments and changes.

Interests: Music and singing, tourism marketing, literature.

CONTACT ME

Address

Ho-Shi-Min 145 Butel
City: Skopje

Phone

075-322-686



LinkedIn

<https://www.linkedin.com/in/ivana-karajanovska4/>

PRO SKILLS

English

written com.
spoken com.



German

written com.
spoken com.



Canva



WordPress



EXPERIENCE

2020 - 2021

Bio Lab – Telephone Sales

Placement of new products, dynamic work environment, gaining top sales and communication skills, finding potential customers, market research, work under constant pressure and oriented towards achieving the set targets.

2021-

Advans Media – Administrative Assistant

Archiving, records and keeping of documentation is in accordance with the law on archival work, daily review of email, program posting of invoices, fees and compensations, browsing of balance sheets, suppliers and buyers, placement of documentation for tenders, tenders, etc. tracking payments, borrowers and currency of incoming invoices.

EDUCATION

2020 -
University

Ss. Cyril and Methodius" Skopje

Ongoing studies at the Faculty of Economics
Direction: E-business

2022-
Brainster Academy

Digital Marketing

Design Thinking and Planning, Content Marketing, Data / Analytics, Search Engine Optimization

2020 - 2021
Brainster Academy

Full Stack Developer

HTML and CSS, JavaScript and its environments, Database Management Systems, Web Hosting Platforms

2015 - 2019
Secondary Education

DMBUC „ Ilija Nikolovskij „ Skopje

Musician performer