



Zorica Vrchkovska

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Highly motivated and persuasive person with professional skills, deep sense of responsibility and experience and wide range of extra curriculum trainings, especially in management and business. Experienced in working with M. Office. Analytic , responsible and proficient in English language. Freelancer/Online Tutor for English language. Ready for new challenges, good team player and flexible personality.

WORKING EXPERIENCE

**Freelancer – writer and manager
of fb page for translation English to Macedonian
and writing texts in both languages**

Sep.2008-ongoing

**Management and advertisement: payed Facebook adds,
Updating content, writing a blog
Follow up of inquiries
Dealing with multiple projects**

**Call – center operator (home based)
IFF International Palermo Italy**

Aug.2020 – Sept.2020

Administrative work: managing email, briefing
Working on different project – making surveys (B2B, B2C)
Other tasks

**Administrative assistant – office manager/
Technologist – engineer
Kobil Bitola**

Dec.2018 – Sept. 2019

Administrative work: managing email, writing proposals
Development in technologies in producing decorative panels
Supervising decorative panels production department
Marketing and developing relations with companies from abroad
Other tasks

**Technologist
Hemipak – Bitola**

Mar. 2018 – Dec. 2018

Probes for development of new products in hygiene
Work with carton semi products
Administrative work
Other tasks

**Administrative assistant in governmental and public tenders
CENTER FOR PUBLIC HEALTH BITOLA**

Dec.2015 – Nov. 2017

Tender documentation for governmental and public tenders, e-tenders, collaboration with other departments regarding tenders
Telephone alerting for the debt to the companies (especially debt for 2013 and 2014)
Work on program for storage evidention
Collaboration with Department for social medicine – in making texts
Other administrative work

**Operator in Cutting
Kromberg&Subert**

**June 2015-Nov. 2015
Bitola, R.Macedonia**

Working on a machine with highly specific software in 3 shifts
Making a half – made products for the factory departments
Checking of the product for any irregularity

Volunteering – SZIP OPERATOR

Jan. 2013 – July 2013

Ministry for agriculture, Bitola

Bitola, Macedonia

Drawing of agriculture parcels on computer program
Work with clients
Other administrative work

EDUCATION

Dipl. Biotechnologist

2004 –2008

University St. Kliment Ohridski Bitola

Bitola, Macedonia

SKILLS AND COMPETENCIES

Motive and result orientation
Maximum quality for services to clients
Excellent communication skills

Zorica Vrchkovska

Ability for independent work

Excellent computer skills (Excel, Word, Outlook, P.Point)

CERTIFICATES

- Certificate for Computing – Government of R.Macedonia, 2008
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- Certificate for English language (B2 level) – Logos Oxford, 2010
- Certificate for Internet tools and applications – American corner Bitola, 2011
- Certificate for governmental and public tenders Biro for governmental and public tenders, Ministry of finance, 2016
- Certificate for e-system for governmental and public tenders – TD Consulting Skopje, 2017
- Certificate for management skills – Motiva Skopje, 2017
- International Certificate for HACCP implementation – COP Bitola, 2017
- International Certificate for quality of food and Nutrition – COP Bitola, 2017
- Junior PHP/MySQL/Data developer – Javen Advertajzing Bitola, 2019