

SIMONA TASEVA BEDELOVSKA

Bitola, Macedonia | taseva.simonna@gmail.com | + 389 71 361 207 (mobile) | b. 14.09.1994

Education

2008 - 2012	- Josip Broz Tito Secondary School, Graduated with Macedonian Matura (Achieved 97/100 points, scoring in top 10% of class)	Bitola, Macedonia
2012 - 2016	- Faculty of Law, UKLO - Bitola - Graduated as Bachelor of Civil Law	Bitola, Macedonia
2018	- Online courses for HTML & CSS, ReactJS and SQL	Online
2020-2021	- Udacity - Intro to Programming Nanodegree (graduated)	Online

Work Experience

2018 - 2020	- Pickatale - translator, illustrator	Remote
2020 January - 2020 August	- Task Force - insurance specialist	Bitola, Macedonia
2020 September	- Veeva systems - data analyst, researcher	Remote
2021 - present	- IT Crowd (Nexrow) - office manager	Bitola, Macedonia

Projects

	<ul style="list-style-type: none">- Worked on a Cloud Infrastructure project as a Scrum Master where I delegated the requirements to the internal DevOps team. Had a weekly based communication with the client and updated him on the status- Experience as an Account Manager at IT Crowd, responsible for organizing events, communicating with the clients, invoicing etc- Experience in Marketing and UI/UX as part of Nexrow and IT Crowd- Been responsible for managing the team and tracking the development flow of different products as part of Nexrow and IT Crowd:<ul style="list-style-type: none">- Trowder app for managing and booking bundles in a coworking space- food.itcrowd.mk an e-commerce platform for selling food- OrderTracker is a platform for managing orders and sending notifications to customers
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Skills

Office manager	<ul style="list-style-type: none">- Adaptability- IT skills- Problem solving skills- Communication- Planning and organization- Time management- Attention to detail
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Technologies:

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| | <ul style="list-style-type: none">- Microsoft Office package- Google package- Adobe (Xd, Ai, Ps)- HTML- CSS- Git- Magento- SQL |
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Other activities & hobbies:

	Football, Reading books, Bodybuilding, Ping-pong
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