

## KRISTINA PEJCHINOVSKA

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### PROFESSIONAL PROFILE

Ambitious manager with two years experience from business development, logistics and project coordination. I have on several occasions led and collaborated with different groups of people from international organizations, and enjoy analyzing, creating and streamlining workflows and processes. My ability is quickly adapting to new work environments, tasks and building positive relationships with those I work with.

### EXPERIENCE

04.2017 - 10.2019

Aventura lks, Executive manager

Organizing retrieving and interacting with clients in order to maintain good relationship

- Publicize the centers services and implement marketing strategies to raise the profile of the center
- Control and monitor the centers budget such as paying bills and invoices
- Communicate information to members of the public and communicate with people in person by post, email, social media and phone
- Working with international paragliding pilots
- Providing accommodation and organizing tou
- Planning and managing the daily activities

03.2022 - Present

Task Force, Logistics associate

Providing consulting and business support services to a broad mix of industries including health care, insurance, and advertising

- Managing incoming customer calls
- Resolve questions and service issues for customers via phone and email;
- Appropriately reply to all questions in a timely manner;
- Identify and act as a company ambassador at all times;

## **EDUCATION**

09. 2014 - Present

Faculty of technical sciences, Bitola-Bachelor of sciences in electrical engineering

## **SKILLS**

- Computer literate: excellent knowledge and work with Microsoft Office and G-Suite working software and Internet
- Beginner skills at computer programs as MATLAB, DiaLUX, Neplan, AutoCAD