

ANA MINOVSKA



PERSONAL INFORMATION

Date of birth
12.12.1993
Location:
Skopje, North Macedonia
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EXPERIENCE

Project Management Assistant

„YES Foundation“ - Youth Entrepreneurial Service

05.2022-08.2022

- Working on implementation of the current foundation's projects
- Organising entrepreneurial competitions and start-up trainings
- Administrative work

Content Writer

„Niche Stack“

12.2021-07.2022

- Conducting in-depth research and developing content on different topics and niches (Marketing, Digital tools, e-Commerce, Software, Education, Finance, Insurance, etc)

Project Support / QA

„Adbarcadero“

09.2021-12.2021

- Assisting AI project for an international client
- Process control

Student Coordinator

„Code Academy“

2018-2019 Skopje, North Macedonia

- Coordination between students, mentors and managers of the academy
- Monitoring the lectures in order to improve the experience of the students
- Performing activities in the field of organization and recruitment of employees
- Interviewing and selection of new students
- Following the student's results and their motivation
- Solving problems related to the academy
- Following the everyday activities, analyzing what can be improved, trying to identify what can possibly go wrong and how to prevent that

Internship

„Ceed Hub Skopje“

04.2018 Skopje, North Macedonia

- Entrepreneurship Activities

Project Assistant

„Strategic Development Consulting“

03.2017 Skopje, North Macedonia

- Assisting and supporting the project coordinators while preparing final event for a 10 years old project

Internship at „Ohridska Bank“

12.2017 Skopje, North Macedonia

Internship at „Business Start Up Center“ Skopje

03-05.2015 Skopje, North Macedonia

President of ESTIEM LG Skopje 2015/2016

ESTIEM is organization for European Students of Industrial Engineering and

AWARDS

National Business Plan Competition – Qualified as 4th based on my business plan

T.I.M.E.S. - Tournament in Management and Engineering Skills.

The concept of this competition is solving real cases and problems from the industry.

First Prize Award for Best Short Movie in a small art competition in Zagreb, Croatia

Name of the short movie: Mimikrija

EDUCATION

University

Ss. „Cyril and Methodius University“

Faculty of Mechanical Engineering - Skopje

Department

Industrial Engineering and Management

Bachelor Thesis:

„Measurement and management of organizational performance with focus on Key Performance Indicators – KPI“

SKILLS

Languages:

Macedonian – Native

English – Fluent

German – Elementary

Microsoft Office Package:

Microsoft Office

Excel

Power Point

Other:

Trello

PERSONAL SKILLS

-Rational

-Analytical

-Flexible

-Creative and teamwork player

-Easygoing

-Attention for details

-Communicative

-Open-minded and eager to work in an innovative environment

UDEMY Courses

-Digital Marketing concepts everyone should know

-Project Prioritisation using Strategic Framework

-Basics of Scrum, Agile and Project Delivery

TRAININGS

•Business Plan training

Course for Small Start-Up Businesses that was specifically made for participants who applied with business plan. The aim of this training was to generate business ideas, learn new entrepreneurship skills and methods, marketing techniques and financial analysis. Later after this course, I was awarded for my business plan.

•Movie/Video Workshop

Workshop about learning the art of filming and the concepts of showing the reality in different ways. The workshop was finalized with two short films and I contributed in by writing the scenarios and directing.

•Motiva“ Management Education and Training Center

Training for soft skills, communication skills, marketing, distribution, customer relationships, quality management, time management, change management, etc