



Olga Spirovska

My Contact

- 📍 Skopje, Macedonia
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Education

- Faculty of Furniture and Interior Design and Technologies - Skopje
- SOU "Josip Broz - Tito" - Bitola

Skills

- Self-motivation
- Teamwork
- Time management
- Attention to details
- Creativity
- Problem Solving
- Furniture and Graphic Design
- Computer-Aided Design (CAD)
- Adobe Photoshop
- Office Suit
- G-Suit

Languages

- Macedonian (native speaker)
- English (Professional working proficiency)

Work Experience

Post Office - Brza Pratka, Skopje | Administrator

July, 2023 – Present

- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records
- Manage phone calls and correspondence (e-mail, letters, packages)
- Perform bookkeeping activities and update the accounting system

BK Mebel, Skopje | Sales Office Manager

Jan, 2022 - July, 2023

- Coordinate daily customer service operations (e.g. sales processes, orders and payments)
- Track the progress on weekly, monthly, quarterly and annual basis.
- Monitor and maintain store inventory.

BK Mebel, Skopje | Furniture and Graphic Designer

Aug, 2016 - July, 2023

- Meeting with customers to discuss their needs and preferences and recommending materials, colors, and styles that will meet their goals.
- Creating sketches and drawings of new designs.
- Creating computerized models of designs using specialized computer software such as SolidWorks / Pro100 / Archicad.
- Create a wide variety of designs across digital and offline media
- Defining requirements, visualizing, and creating graphics including illustrations, logos, advertisements and photos
- Managing social media platforms.

Bujoto Mebel | Intern

Apr, 2016 - July, 2016

- Identify opportunities for new products and furniture
- Set design requirements
- Research materials and techniques
- Sketch drafts on paper or digitally