

LEON RADONJANIN

PROFESSIONAL SKILLS

Web Design
Business Development
Microsoft Office
Project Management
Product Design
Digital Marketing
Adobe Photoshop
E Commerce
Brand Development
Sales
Business Expansion and Growth
Quality Assurance Testing
ERP

EDUCATION

2012-2014 Josip Broz Tito
Highschool
2014-2016 NOVA International
Schools
2016-2019 University of American
College Skopje - Computer
Science and Information
Technology
2019- Udemy course on Web
Design
2019- Udemy course on JavaScript
2020- Udemy course on Social
Media Marketing

FREELANCING

Upwork | June 2019-Ongoing

Working as a lead generation and sales assistant. Designing product labels. Cold calling and sales. Reaching out to people on social media and offering services and finding new clients. Commission based jobs in sales where I get paid hourly and on each sale or appointment. Huge experience in reaching out generating leads and new customers. Quality Assurance testing for different software.

EXPERIENCE

WEB DESIGN INTERNSHIP

Feydom | May 2019-September 2019

Creating web pages in HTML from scratch and renewing existing pages. Updating the website and applying changes as needed. Creating and editing images, texts and videos for the website in HTML. Developing various software applications which were implemented for business reasons and opportunities on the website. Quality Assurance testing on the applications and software developed by the company for its own purposes.

PROCUREMENT AND SOURCING MANAGER

Feydom | September 2019-March 2020

Finding new suppliers which can supply the needed materials used by the factory. Supply chain management. Managing current materials in the factory. Making sure there is enough needed for production and making new orders to arrive on time when there is little to no stock to keep the balance of materials perfect with cost and quantity in order. Purchasing and finding new materials from factories in Europe, China and domestic products as well. Organizing transportation and shipping, both on land and over sea. Developing new solutions for production using higher quality items and lowering the cost of materials and transportation. Organizing the warehouse and placing the materials in a safe, efficient and easy to access and manage order. Proper documentation storage and paying close attention to details. Developing an ERP software and digitalization of the whole production process. Keeping a digital track of materials bought, used and the cost of them.

PROJECT MANAGER

Feydom | April 2020-Ongoing

Developing new products and production line. Designing new products and creating prototypes. Creating a business plan for production and involving new products to the collection. Buying machinery, materials and workforce to start production. Testing new products, different materials and processes. Calculation of production and development time, costs of production, creating new area and space for production. Recording everything in a Gantt Chart and developing one. Managing and organizing people to work on different processes to have everything run smoothly and synchronistic. Offering products and designs to new markets. Creating new markets for the products and having a placement on them with quality, prices and name. Promoting online and gaining exposure of the products to test where they fit. Adding a new totally different production process to the business with creating every process from zero to have a successful project. Working on social media accounts and developing a online sales plan. Digital marketing and creating content for the project and eBay listings.