



Nora Volina

✉ nora.volina@gmail.com ☎ +38971228660

About me

I am a very motivated individual driven by many different interests. I like to work on projects that challenge my creativity design-wise and improve my programming skills. So far, I have enjoyed creating websites, informercials, branding, and advertisements for several companies and personal use.

Education

Master of Computer Science Wien Universitat, Vienna, Austria	2020 - Present
Bachelor of Contemporary Sciences and Technology South East European University, Skopje, North Macedonia	2015 - 2018
High School Princess Anne High School, Virginia Beach, US	2012 - 2014

Employment

Web Administrator Shortlister, Skopje <ul style="list-style-type: none">● Maintain blog's functionality● Designed and created landing pages and blog posts	2020 - 2022
Office Manager Digital School Macedonia, Skopje <ul style="list-style-type: none">● Managing a group of 30 instructors● Onboarding new employees● Training employees in the respective softwares● Monthly meetings with the parents	2019 - 2020
Office Administrator Digital School Macedonia, Skopje <ul style="list-style-type: none">● Maintaining the school computers● Account handling of school payments● Managing the social media accounts of the school● Creating branding and marketing advertisements on Instagram and Facebook	2019 - 2020
Course Instructor Digital School Macedonia, Skopje <ul style="list-style-type: none">● Teaching how to create 2D and 3D PC videogame, Android and	2019 - 2020

Personal details

Date of birth
May 23, 1997

Website
ww.volinno.com

LinkedIn
linkedin.com/in/nvolina

Skills

Adobe Illustrator

Adobe Photoshop

Graphic Design

HTML/CSS/SQL

Wordpress

Cinema4D

Project Management

Languages

Albanian

Turkish

Macedonian

English

IOS application professional websites with HTML,CSS, WordPress
to a range of students from age 7 to 18.

Internships

Audio Recorder

USAID, Skopje

The "Children with Visual Impairments" Project allows the workers to read books out loud and turn them into audio books for children who are not able to read. Making their education easier.

Activity Manager

First Colonnial Elementary School, Virginia Beach

A month long volunteering project where the students had to pick a school and spend time with the children. The activities included: helping with homework, playing games, teaching new games, listening and helping out with personal problems. Most of the children did not have a complete family, so our job was to help them with usual activities that the parents would have done.

Certificates

Microsoft Excel
2014

Microsoft Word
2014

Microsoft Outlook
2014

Microsoft PowerPoint
2014

USAID Certificate
2017

Koreni Kamp Certificate
2017

Letter of Recommendation for Nora Volina

To whom it may concern,

I am writing to recommend Nora Volina. She worked with us at Shortlister as a Web Administrator and reported to me in my position as Director of Content & SEO.

Nora was always committed, creative, innovative, and reliable as an employee. During her time on my team, she maintained the blog's functionality and designed and created all landing pages and blog posts.

I've always prioritized innovation among my team members, and Nora never failed to deliver. She is a delight to work with, and I wouldn't hesitate to hire her again.

Thank you,

Violeta Bojkovska
Director of Content & SEO at Shortlister

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Violeta Bojkovska

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