

Andjela Petrovska



- Professional in the field of organization and marketing management with over 10 years of experience in culture and cultural events.
- Ability to coordinate and organize events in all areas.
- Customer care
- Translating document/texts, writing texts and transcribing videos.
- Data Researcher

About

Professional experience

05/2021 - **Data Researcher/Curator**

Veeva Systems

- Gathering informations of various medical experts for the company needs.
- Data entering in excel and working in a software.

Date of birth:

01.09.1993

Residence:

Nas. Karpos 5-5/14

7000, Bitola

R. Macedonia

Phone number: +389 71953951

Email:

andjela.petrovska09@gmail.com

Driving licence - non

Marital status: unmarried

Personal skills:

- Excellent ability to organize a team in charge of given projects
- Excellent attitude and communication with customers.

Areas with the greatest contribution:

- Doing administrative work.
- Coordination, project management, events.

06/2020- **Administrator / Courier**

12/2020 **In Poshta Radeski Bitola**

- Receiving and sending of packages, delivery of packages, coordination and organization of database and the couriers.
- Customer and consumer care.
- Working with software, a telephone operator, customer care
- Closing reports at the end of each shift with the couriers.
- Social network administrator on Instagram and Facebook.

10/2018 –
06/2019

Coordinator

Kino Kultura -Skopje (Lokomotiva, Theater Navigator Cvetko

- Establishing and maintaining contacts with customers for certain organized events
- Supervision and evaluation of the employees work and reporting to the management in order to fulfill the set goals
- Leading and coordinating the website of Kino Kultura and Lokomotiva. (working in WordPress)
<https://www.kinokultura.org.mk/>
<https://www.lokomotiva.org.mk/>
- Managing and posting events on Facebook and Twitter page of Kino Kultura, Lokomotiva
- Running three different Lokomotiva blogs

<ul style="list-style-type: none"> • Managing Fb Pages, Instagram Profiles, Web Pages, and Blog Pages. • Translation of documents, editing, writing and transcribing. • Organization and coordination of teamwork. • Customer care. 	<p>04/2019-09/2019</p>	<p>Office Manager / Administrator / Coordinator Faculty of things that can't be learned (FR~U)</p> <ul style="list-style-type: none"> • Organizing the office • Document translations, video transcription • Working on projects, workshops, within USAID • Hosting guests
<p>Computer skills and training:</p> <ul style="list-style-type: none"> • Advanced knowledge of the MS Office package, • MS Excel Financial Management, • WordPress, working with web pages. • Blogger, work with blog pages. 	<p>07/2008 –</p>	<p>Organization National Theater Bitola</p> <ul style="list-style-type: none"> • Preparation and reception of guests in the theater, • Coordination with a team appointed to host and accommodate guests, • Organization and coordination of festivals and manifestations, events, fairs, seminars held in the National Theater Bitola and the Center for Culture in Bitola. <p>06/2015 – 09/2015</p> <p>Bartender, Waiter / Reception <i>Eurostrand Resort Moseltal Leiwen – Germany</i></p> <p>Work at the bar, serving guests and reception of guests at the hotel and helping various departments of the catering facility in Leuven, Germany</p> <p>07/2008-02/2018</p> <p>Organization of festivals (part-time participation)</p> <ul style="list-style-type: none"> • "Shakespeare Festival" - Bitola • "Monodrama Festival" - Bitola • "Manaki Brothers Film Festival" - Bitola • "Bitfest" - Bitola • "AKTO" -Bitola • "Ilinden days" - Bitola • "Aeromiting" -Bitola • "Music of the world Festival" - Bitola <p>* Accommodation of guests, communication and coordination with hotel accommodation, restaurants etc.</p> <p>* Work on seminars, fairs, product presentations, presentations at the booth, sales, etc.</p>
<p>Languages</p>	<p>Education</p>	
<p>Macedonian (native)</p> <p>English (advanced professional level)</p>	<p>2008 - 2012</p>	<ul style="list-style-type: none"> • SOU Taki Daskalo-Bitola - Language

Serbian (advanced professional level) German (advanced professional level)	2012 – 2017 • University "St. Kliment Ohridski" - Bitola Faculty of Pedagogy-Bitola Section: German Language and Literature
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