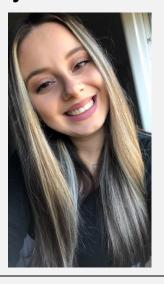
### **Andjela Petrovska**



- 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.
- Costumer 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

### <u>Email:</u>

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, costumer 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) <a href="https://www.kinokultura.org.mk/">https://www.kinokultura.org.mk/</a>
   <a href="https://www.lokomotiva.org.mk/">https://www.lokomotiva.org.mk/</a>
- Managing and posting events on Facebook and Twitter page of Kino Kultura, Lokomotiva
- Running three different Lokomotiva blogs

<ul> <li>Managing Fb Pages,         Instagram Profiles, Web         Pages, and Blog Pages.</li> <li>Translation of documents,         editing, writing and         transcribing.</li> <li>Organization and coordination         of teamwork.</li> <li>Costumer care.</li> </ul>	04/2019- 09/2019	Office Manager / Administrator / Coordinator Faculty of things that can't be learned (FR~U)  Organizing the office Document translations, video transcription Working on projects, workshops, within USAID Hosting guests	
	07/2008 –	Organization	
		National Theater Bitola	
<ul> <li>Computer skills and training:         <ul> <li>Advanced knowledge of the MS Office package,</li> <li>MS Excel Financial Management,</li> <li>WordPress, working with web pages.</li> </ul> </li> </ul>		<ul> <li>Preparation and reception of guests in the theater,</li> <li>Coordination with a team appointed to host and accommodate guests,</li> <li>Organization and coordination of festivals and manifestations, events, fairs, seminars held in the National Theater Bitola and the Center for Culture in Bitola.</li> </ul>	
Blogger, work with blog	06/2015 –	Bartender, Waiter / Reception	
pages.	09/2015	Eurostrand Resort Moseltal Leiwen – Germany	
		Work at the bar, serving guests and reception of guests at the hotel and helping various departments of the catering facility in Leuven, Germany	
	_	Organization of festivals (part-time participation)	
	02/2018		
		• "Shakespeare Festival" - Bitola	
		"Monodrama Festival" - Bitola	
	<ul> <li>"Manaki Brothers Film Festival" - Bitola</li> <li>"Bitfest" - Bitola</li> <li>"AKTO" -Bitola</li> </ul>		
		• "Ilinden days" - Bitola	
		• "Aeromiting" -Bitola	
		• "Music of the world Festival" - Bitola	
	* Accommodation of guests, communication and coordination with hotel accommodation, restaurants etc.		
	* Work on seminars, fairs, product presentations, presentations at the booth, sales, etc.		
Languages			
	Education		
Macedonian (native)	2008 -	SOU Taki Daskalo-Bitola - Language	
English (advanced professional level)	2012		

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