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| Curriculum Vitae | |  | | |
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| Personal information | |  | | |
| Name/Last name | | Isidora Jovanovska | | |
| Address | | Bul. Kiril I Metodij n. 2—2/5, 1000 Skopje, Macedonia. | | |
| Telephone | | Mob. +38970365140 |  |  |
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| E-mail | | Isidora\_flf@hotmail.com | | |
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| Nationality | | Macedonian | | |
|  | |  | | |
| Date of birth | | 27.03.1988 | | |
|  | |  | | |
| Gender | | female | | |
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|  | |  | | |
| Work experience | |  | | |
|  | |  | | |
| Date | | 16.06.2009-20.09.2009  18.06.2010-30.09.2010 | | |
| Position | | Trip host person (Hamptons to Manhattan and vice versa, New York, USA) | | |
| Main activities and responsibilities | | Customer care, giving information to the passengers about their trip and the bus policy, collecting fares and coordinating seats. | | |
| Employer’s name | | Hampton Jitney Co.  <http://www.hamptonjitney.com/> | | |
|  | |  | | |
| Date | | 01.02.2012-23.10.2012 | | |
| Position | | English and French teacher | | |
| Main activities and responsibilities | | Teaching English and French and translating legal documents | | |
| Employer’s name | | **SC. Boris Trajkovski - Skopje**  <http://www.scboristrajkovski.gov.mk/> | | |
|  | | Teaching language courses for children and adults | | |
| Date | | 24.10.2012 – 30.09.2014 | | |
| Position | | Correspondent | | |
| Main activities and responsibilities | | Communication with foreign pension national institutions, especially English and French speaking countries, helping Macedonian pensioners obtain a foreign pension. Mediation with foreign pension funds in the process of obtaining foreign pension for the clients that justify period of insurance abroad. Translation of legal and medical documents for the needs of the Institution. | | |
| Employer’s name | | **PIOM – Pension and Disability Insurance Fund of the Republic of Macedonia**  http://www.piom.com.mk | | |
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| Date | | .01.10.2014 – 15.03.2020 | | |
| Position | | **Customer Service and Sales Representative** | | |
| Main activities and responsibilities | | Responsible for customer accounts: everyday communication with customers via e-mail and phone, order processing, logistics, forecast, quoting prices, crediting | | |
| Employer’s name  Date  Position  Main activities and responsibilities  Employer’s name | | **KEMET Electronics Macedonia**  16.03.2020- ongoing  **Customer Service Supervisor**  Responsible for a team of 15 people, sales and export of JM products across Europe.  **Johnson Matthey Macedonia** | | |
| Education and training | | **Education:**  01.09.2002-10.06.2006.  High school “Josip Broz Tito” (Skopje)  01.10.2006-25.06.2011  Graduated at “Ss. Cyril and Methodius” - Skopje , Faculty of Philology, Department of Translation and Interpreting from English and French ( undergraduate, full-time 4th year )  09.12.2011  Became a Certified Court Translator from English and French to Macedonian and vice versa  **Additional training and education:**  April 2021  **Finished course Data analyses in Power Bi (Semos Education)**  May 2021  **Finished course Project Management Professional (Semos Education)**  01.07.2012 – 15.07.2012  Attended a seminar for translation and Interpreting, organized by the Institute INALCO- Sorbonne (Paris) and the General Directorate for Translation of the European Union | | |
|  | | 1996-2006.  Courses in English, proficiency level  FCE certificate obtained    1995-2003.  Modern ballet - Participation in concerts, shows and regular training | | |
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| Personal skills | |  | | |
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| Native language | | Macedonian | | |
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| Other languages | | English (excellent), French ( excellent), Serbo-Croatian ( excellent) | | |
| Personal assessment | |  | | |

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| Social skills | Easy adaptation to new environments  International communication with different profiles of people. I can easily adapt to different environments and groups of people, due to my communicational skills as well as my adventurous spirit, travelling and being part of multi-cultural societies. |
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| Organizational skills | Ability for independent work or teamwork.  While working on projects and teamwork I find myself as a generator of ideas, responsible performer of the given tasks in due time and a receptor of new skills. |
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| Computer skills | Microsoft Office (Word, Excel, One Note, Power point), Sharepoint, Power Bi ,Internet applications |
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| Interests | Passionate for exercising, jogging, skiing |
| Driving license | B category (14 years active driver) |
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