**Jane Stevanoski**

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**EDUCATION:**

**Saint Clement Of Ohrid University, Bitola, North Macedonia**: **September 2016-June 2021**

Major: Informatics and Communications Technology, 220 credits completed out of 232

RELEVANT COURSEWORK:

English, Structural programming, Web programming, Web design, Working in a team, Mathematical modeling, Software engineering, Ethical norms in informatics.

**COMPUTER SKILLS:**

* MS office
* Graphic Design
* Excel
* Word
* PowerPoint
* Photoshop
* Web Design & Programming
* WordPress
* Making Logo

**WORK EXPERIENCE:**

**Hotel Merccure, Munich, Germany:** **July 2019-October 2019**

Housekeeping supervisor:

* Interviewed and hired housekeeping staff
* Trained new employees
* Oversaw staff performance
* Motivated team members and resolved any issues that occurred

**Munchen Clinic Bogenhausen, Munich, Germany: July 2018-October 2018**

Support Technician Associate, Environmental Services:

* Maintained patients’ rooms clean and tidy in a timely manner
* Kept corridors, stairways and elevators clean
* Distributed linen and room supplies
* Cleaned locker rooms as needed

**HONORS AND AWARDS:**

* “How to become competitive in the labor market” Certificate
* “Skills for Success” Training

**LANGUAGES:**

* Macedonian - Native
* English - Advanced
* German - Fluent
* Bulgarian - Fluent
* Serbian - Fluent

**OTHER QUALIFICATIONS AND SKILLS:**

* Driver License B Category
* Communication
* Customer service
* Time-management
* Teamwork
* Adaptability
* Organizational skills
* Creativity
* Self-motivation