**Simona Talevska**

 **Address**: Trajce Maglovski br19 , 7000, Bitola, North Macedonia

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 **Phone number:** (+389) 75690818

**Gender:** Female **Date of birth:** 12/06/1992

**Nationality:** Macedonian/citizen of the Republic of North Macedonia

**WORK EXPERIENCE**

[ 01/09/2013 – 01/08/2014 ] **Presentations, negotiation, explanation of phones in the salon T-Mobile Bitola**

[ 05/2015 – 09/2015 ] **Public relations (Presentations, Negotiation) INTERNATIONAL EXPERIENCE Mykonos Greece**

[ 12/2016 – 07/2017 ] **Trainee or practical training in the Sales Department for private users in the salon of T-MOBILE Bitola**

[ 09/2017 – 07/2018 ] **Sales Agent – Telekom Bitola**

[ 03/2018 – 07/2018 ] **EUROLINK INSURANCE Bitola** -**Main activities and responsibilities:**

Private family health insurance policies, home insurance and business insurance

[ 02/2019 – 06/2019 ] **New Age Company Prilep Main activities and responsibilities:** Call center

[01/02/2022–04/08/2022 Educator in preschool age. Educational center "Mali Chekori" - Bitola

[01/09/2022–Present Education Assistant OSMU D-r Jovan Kalauzi

**EDUCATION AND TRAINING**

[ 2000 – 2006 ] **Certificate**

***Center for foreign language (English language)***

[ 2006 – 2010 ] **Degree in secondary school completed**

***High School "Krste Petkov Misirkov"***

[ 2011 – 2016 ] **Profesor of English-Macedonian languages *PFBT Pedagogical Faculty Bitola***

**LANGUAGE SKILLS**

**Mother tongue(s):** Macedonian **Other language(s):**

**English**

**LISTENING** C2 **READING** C2 **WRITING** C2

**SPOKEN PRODUCTION** C2 **SPOKEN INTERACTION** C2

**Spanish**

**LISTENING** B1 **READING** A1

**Italian**

**LISTENING** A2

**DIGITAL SKILLS**

**Communication skills**

Ambitious person | Open minded | Creative | Friendship | Team work | Emphatic and good listener | Google Docs | Highly developed communication and social skills | Excellent judge of character

**Organizational / managerial skills**

Ability to work “with and through people” | Time management | Team player | Excellent management and people skills | Planning and coordinating skills | Analytical and organized person | Multitasking | Working with deadlines and under pressure | Goal oriented

**Computer skills and competencies**

Microsoft Excel | Microsoft Word | Microsoft Powerpoint | Social Media | Internet browsing and research | Email communications

**DRIVING LICENCE**

**B**