**Sandra Markovska**

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## PROFESSIONAL SUMMARY

I am lawyer by profession, with master thesis in finance and financial law, and I passed the bar exam in January 2020.I love working with people, in dynamic environment with new challenges. I have experience with compliance, legal, ISO certification, customer support, process identification, project management in short term I know how to identify, improve and adapt processes/documentation to new conditions and the final result to be excellent, and together we can reach any business goal.

## EMPLOYMENT HISTORY

**Oct. 2016 – Present, Skopje , Macedonia**

**Process Manager, ADRIAMED.**

* Design, evaluate, recommend, and approve changes of forms and reports.
* Prepare manuals and train workers in use of new forms, reports, procedures or equipment, according to organizational policy.
* Interpret and explain policies, rules, regulations, or laws to organizations, government or corporate officials, or individuals.
* Ensure compliance with company policies or manufacturer guidelines or regulation.
* Interpret government regulations and applicable codes to ensure compliance.
* Study legislation, and collective bargaining contracts to assess industry trends.
* Monitor the performance of project team members, providing and documenting performance feedback.
* Monitor or track project milestones and deliverables.
* Perform risk assessments to develop response strategies.
* Establish and execute a project communication plan.
* Prepare reports summarizing operational results, financial performance, or accomplishments of specified objectives, goals, or plans.
* Draft, review, negotiating an agreement in accordance with company policy.
* Company representative for ISO 9001 and ISO 14001.
* Compliance officer.
* Responsible for all HR activities.
* Responsible for tender participation.

**Apr. 2013 - Jul. 2016, Skopje , Macedonia**

**Legal support, GEING Krebs und Kiefer International Skopje.**

* Following project phases and maintaining/observing that all our contractual obligations are being fulfilled on time by our engineers.
* Caring for our consumer, critical projects, and contracts –resolving of current problems and consulting with outsourced consultants.
* Filter all incoming and outgoing documentation for projects, phases and comparing each with contractual obligations.
* Preparation of all kinds of reports and presentations for the management team.
* Preparation of reports (quarter/year) for the performance of the department.
* Planning and analyzing monthly budget of income and expenses in accordance with ongoing agreements (phases).
* Preparation of offers.
* Draft, review, negotiating an agreement in accordance with company policy.
* Responsible for tender participation.
* Preparing various documents.
* Planning and organizing meetings within the company, or with clients.
* Implementation of ISO 9001:2015 and 14001:2015.
* Supervising the work of administrative assistants.

**Jan. 2010 - Sep. 2012, Skopje , Macedonia**

**Assistant , Plan Jaglika .**

* Preparing offers.
* Draft and review agreements.
* Archiving documents.
* Assisting to complete technical documentation.

## EDUCATION

**Feb. 2020** Bar exam

* Ministry of Justice, Skopje, Macedonia

**Apr. 2017** Master of Laws: Finance and financial law

* Faculty of Law Iustinianus Primus, Skopje, Macedonia

**Feb. 2013** Bachelor of law: Law

* Faculty of Law Iustinianus Primus, Skopje, Macedonia

## SKILLS

Scrum master *Beginner*

MS Office *Experienced*

Compliance *Expert*

Project management *Experienced*

## LANGUAGES

English *Fluent*