Aneta Mitrulova

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**Portfolio:** <https://drive.google.com/drive/u/3/my-drive?ths=true>

# Professional Skills

* **Languages:**

English: Written- Excellent

Speaking- Excellent

Translation- Excellent

Macedonian: Native

* Microsoft Office
* Google Docs
* Work platforms like Slack, Jira, Confluence, Kosy, Discord
* SEO
* E-mail Outreach
* PowerPoint

# Personal Skills

* Act with integrity
* Ambitious
* Constantly curious and creative
* Outrageous customer service skills
* Team player
* High self-organizational skills
* Independent work skills
* Time management skills
* Agile
* Positive attitude
* Result driven
* Logical thinking
* Open to learning
* Strategic Thinker
* Business Driven
* Curious

# Education

* Brainster Academy of Project and Product Management
* Seavus Digital Marketing Academy

# Experience

Collaborator

# Problem Solver

October 2022 - Present day

My role is primarily the role of a part-time LinkedIn Outreach person in Problem Solver. Besides that, I am helping individuals and companies with remarkable ideas and solutions for their problems within their financial frame.

Presenting links to investors and successful entrepreneurs with new ideas and promising companies in the most advanced industries. I am also filtering projects that are profitable for investment by all parameters.

As a trained sales professional and business developer, I’m helping companies boost their sales.

* LinkedIn Outreach
* Problem Solving
* Business Development

**Polifinity - Content Creator/Outreach Coordinator**

**German Start-up based in Cologne**

January 2022 - September 2022(project)

As a content writer with experience in online publications, able to deliver within pre-set deadlines or publishing schedules; I have a keen eye for detail and can handle high volumes of work. My strong interpersonal skills and ability to make necessary judgments allow me to take various instances without fail, which helped me immensely as a Polifinity team member.

A remote job in a German start-up has been great. The company's culture has a very impactful effect on the behavior and morale of members. Thus, I was responsible for building and maintaining excellent relationships with colleagues and direct superiors. The work was fun, but I had to perform the tasks in the short term.

I worked with a hard-working and innovative team in a very different culture, but I felt well-integrated as a remote worker.

The opportunity to take training and learning to the next level and develop solid and academically accurate training material was exciting. I was helping build a platform that will help Agile and Scrum teams improve their work performance. I was responsible for ensuring that our team offered different learning methods and delivered a learning platform where the teams were self-managing and self-learning.

Day-to-day role responsibilities:

* Content and training material creator based on academic research and adapted to the needs of individual sections.
* Outreach Coordinator and structurer, driven to achieve high results in lead generation outreach.
* Team leader responsible for helping the outreach team to achieve high-end results and task clarity.
* Business development savvy responsible for bringing new business opportunities and developing new ideas for business growth, usually through cold LinkedIn outreach, email, cold calling, and networking.

**Tasks:**

* Creating content on Leadership, Scrum & Agile Methodology topics based on Academic research
* Business Development
* Being able to understand the client and present a business model solution through research and analysis
* Content editing, Content Curation
* Community Outreach
* Assess significant industry trends and conduct relevant market research
* LinkedIn Marketing and Outreach
* Team Lead
* Supporting team members with content marketing, operations, and sales tasks

**BB Director - Content Writer/LinkedIn OR**

**Outsourcing Agency**

### July 2018 - January 2021

BB Director provided training on creating content and becoming a Content and Copy Writer. It also gave me the knowledge and experience needed to become good at marketing. In my beginnings, I created content for websites in the US market on multiple topics, like tourism, nature, and domestic tips for a household.

I can process briefs to deliver content that meet the expected goals and deadlines while making necessary edits based on the team's feedback. Collaborating with marketing, product, development, and other design team members, as well as brainstorming ideas with other team members, seeking inspiration online, or using different methods, allow my creativity to flourish.

* Handling company inboxes, following up on important emails, ensuring communication between clients and individuals in the company is seamless, and staying on top of client requests.
* Scheduling email campaigns, tracking them, providing feedback on improving them, and implementing feedback.
* Scheduling and following up on meetings, staying on top of weekly schedules, keeping and maintaining a clean calendar, and coordinating and managing several calendars owned by team members.
* Helping the team stay organized, creating tasks and requests, and keeping track of pending activities through Asana.
* Actionable research, thorough analysis, and achievement in providing the sales team with detailed lead information.
* Create content from initial concept to final handoff: handle all aspects of creating and localizing content, from brainstorming, creating, editing, proofreading, and managing localization efforts and teams.
* Text editing and proofreading
* Collaborate with other marketing team members and across teams on Slack