Maja Gorgievska

Bachelor of economics

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Macedonia

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# SKILLS

## Digital Skills

* Basic knowledge of the following programs: Katalon Recorder, Selenium IDE, Azure DevOps;
* Basic knowledge of Java (NetBeans and Eclipse);
* Intermediate level of knowledge of the powerful tool for designing of 3D objects- Autodesk 3DS Max;
* Web design with Adobe Dreamweaver Cs6 (HTML, CSS);
* Advanced knowledge of the Microsoft Office package (Word, Excel, Powerpoint, Access).

## Languages

-Macedonian language – native language

-Strong engagement in English – reading, writing, speaking, listening, comprehension.

**Understanding Communicating** **Writing**

|  | Listening | Reading | Speaking | Writing |  |
| --- | --- | --- | --- | --- | --- |
| English l. | C2 | C2 | C1 | C2 |  |

Level: А1 и А2: BASIC - B1 и B2: INTERMEDIATE- C1 и C2: EXPERIENCED

# EXPERIENCE

### TaskForce BPO *- Billing Specialist*

## July 2022- present

-data entry

-part of the Healthcare division of Taskforce

-checking, creating and billing various patient’s documents like claims, checks, and charts.

### ProCredit Bank *Skopje- Banker (onboarding program)*

## December 2021 - FEBRUARY 2022

* Part of the onboarding program of ProCredit Bank in Skopje (had to cancel it due to personal reasons)
* Active participation of the ProCredit’s Academy for bankers in Skopje

### LTD Apchevi, Dedebalci-Bitola - Documentation Assistant/Clerk

### JULY 2017 - JUNE 2021

* Keeping records and arranging the paperwork
* Creating and receiving invoices (internal and external)
* Receiving and paying to accounts
* Maintaining accurate records of payroll documentation.

### Freelancer *- Content Writer/ SEO*

## APRIL 2018 -NOVEMBER 2021

* SEO article writer
* Digital marketing
* Product reviewer

# EDUCATION

### SEMOS Education, Skopje *- 3DS Max & V-ray*

## APRIL 2022 - JUNE 2022

* Creating compound 3D objects (Boolean between two or more objects)
* Introduction to materials and material editor
* Creating simple materials and changing their reflection and texture
* Assigning different materials to different parts of object
* Visualization (render)
* Introduction to cameras

### SEMOS Education, Skopje *- Automation Tester*

## SEPTEMBER 2021 - DECEMBER 2021

* A4Q Certified Selenium Tester Foundation Level Automation Testing
* Java SE8 Fundamentals
* ISTQB Foundation Level

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### Università Degli Studi di Foggia, Italy*- Erasmus+ program*

## JANUARY 2017 - JUNE 2017

* Students exchange program.

### Faculty of Economics, Prilep *- Bachelor of economics*

## SEPTEMBER 2013 - OCTOBER 2017

* Major field of studies: Accounting, Finance, and Auditing.
* Minor: Marketing, Management, and Business.

# Certifications

## iSQI Group - ISTQB® Certified Tester, Foundation Level

Credential ID 22-CTFL

**Issued FEBRUARY 2022 - No Expiration Date**

* Fundamentals of Software Testing
* Testing throughout the Software Lifecycle
* Static Techniques
* Test Design Techniques
* Test Management
* Tool Support for Testing

## Semos Education- Autodesk Certificate of Completion

**Issued JUNE 2022**

* 3DS Max & V-ray is a powerful tool for tridimensional modeling, rendering and animation.

## Semos Education- A4Q Certified Selenium Tester Foundation Level

**Issued DECEMBER 2021**

* Katalon Recorder, Selenium IDE.i