# Personal

**E-Mail:**

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**Phone number:**

+389 74 208 415

**Adress:**

Sterjovski Gjorgi Dzodza 1/70,

Bitola, North Macedonia

**Date of birth:**

02.07.1988

# Languages

* English – fluent
* German – intermediate

# Certificates

* ÖSD C1- Oberstufe Deutsch, 2006
* Tourism English Course; Cambridge Institute, Madrid, Spain – on-line course, 2014

# Skills

* Internet research
* Data entry

MS office

Mail handling

Archiving

# Personal Skills

* Work ethic
* Adaptability
* Self-motivation
* Time management

Organization

* Attention to detail
* Collaboration
* Communication
* Empathy

Maja Minchevska

# Work experience

**July 2021 – ongoing**

**Veeva Systems, Inc. California, USA**

**Data Curator, Freelance contract**

Conducting web research and gathering available data. Working on global projects, which includes web research in wide varieties of countries and languages. Capturing required data following specific rules about each region given by the company.

**January 2015 – November 2021**

**Travel agency TEO TRAVEL, Bitola, North Macedonia**

**Travel agent**

Researching, analyzing and processing data about travel destinations, performing data entry, preparing travel programs for individuals and groups, organizing tours (reservations for accommodation, transport, guides, tickets), cooperating with representatives of foreign companies that are providing tourist services, working individually without direct supervision and also as a member of a team when required, managing workload, meeting deadlines and being organized at all times, ensuring that no details are overlooked during tasks, activities and projects.

**June 2011 – May 2012**

**Hotel Imperial, Skopje, North Macedonia**

**Front desk coordinator**

Completing check in and check out procedures, filing paperwork, performing data entry, updating reservations, handling payments, sorting email, organizing folders and documentation, archiving, coordinating services with other departments. Handling passengers’ complaints and inquiries in a professional manner, providing outstanding customer service at all times and to all customers.

# Education

**2006 – 2013**

Faculty of Natural Sciences and Mathematics, Institute of Biology Ss. Cyril and Methodius University, Skopje

- Bachelor of Science – Biology, Biochemistry

**2020 – 2021**

Faculty оf Education, Uni̇versi̇ty St. Kliment Ohri̇dski̇ - Bitola

