**CURRICULUM VITAE**

**Contact:**

Name: Bogdanovska Ema

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Date of birth: 30.10.1996

Nationality: Macedonian

**Education qualifications:**

**2019 –2022**

* Iustinianus Primus Faculty of Law

**Masters degree in**: International law and relations and European Union law

**2015 – 2018**

* University American College Skopje **School of Law**

**2011-2015**

* SUGS "Orce Nikolov" –Skopje

**Additional Courses:** Analyzing Data with Power BI

**Pofessional experience:**

**Jan 2019-Jun 2019- Tekom Dooel**

**Legal intern:**

- Invoice preparation

- Manage invoice input and output in commercial software

- Bookkeeping

- Tracking customer records

- Digital document archiving

- Electronic banking

**Jul 2019 - Apr 2020 - A1 Macedonia**

**Telesales Representative:**

-Reach out to existing and potential customers to present our product and service offering

-Initiating sales with potential customers over the phone

-Learn details about our products and services

- Answering customers questions

- Update clients records

**Oct 2020 - Jan 2021- Coalition "All For Fair Trials**

**Court Monitor Intern**

-Court monitoring

- Macedonian to English translations

-Narrative reporting

-Writing working groups reports

-Project data collection

**Jan 2021 - Jan 2022- Stig Technology**

**Digital marketer :**

- Creating and adapting digital materials

-English/Croatian to Macedonian translations

-Social media content writing

-Developing andimplementing content strategies on social media platforms (Paid Social Media

Advertising)

-Managing social media accounts for brands like Fiat, Jaguar, Land Rover, Alfa Romeo

**Mar 2022 - Jun 2022-** **Short-term project for QPES** **AG**

**File Clerk:**

- Electronic file management

**May 2022 – Present- BizzBee Solutions**

**Business development representative**

-Identifying potential customers

-Doing market research

- Qualifying leads from Linkedin campaigns

- Maintaining and growing existing leads

- Outreaching potential clients

- Website data entry (uploading products, product specifications, prices..)

**Technical skills:**

MS Office, Linkedin Sales Navigator, Hubspot, SugarCRM, Meta Business Suite, Photoshop

**Languages:**

English – Advanced level

German – Lower Intermediate level

**Other:** Driving licence

**Hobbies:** Volunteering, Hiking, Travelling, Reading