ANDREA ZAFIROVSKA SPASEVSKA



Summary

A young, motivated, and progress-driven person. A management student in her last year of studies and a Certified Digital Marketer, looking for new opportunities to develop and improve her knowledge, new friendships and skills, easily adaptive, sociable and team player.

Skill Highlights

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| * Microsoft Office * Management * Public Relations * Social Media Marketing * Strategy * Content Marketing and Content Creation * Excellent written and verbal   communication skills |

Experience

**Administrative and office worker at Delta Term Engineering**

* Support the smooth running of the office by carrying out clerical tasks and projects, answering and transferring phone calls, managing email enquiries, processing and transferring data, filling records, scheduling appointments (January 2023 – now)

**Marketing Internship at Sparkasse Bank**

* Communication with clients, PR, organizing events, updating the intranet, creating content for the intranet (December 2022 – January 2023)

**Promoter**

* Sales Promoter at JTI (October-November 2021)

(Flexible work time, main duty: communication with clients)

* Sales and Event Promoter at MPG Solutions Skopje (December 2018 – February 2020)

(Flexible work time - few promotions and assignments in a month)

Education

* Digital Marketing Institute, Educational institution in Dublin, Ireland (finished an academy in May 2021 and earned the certificate for Digital Marketing Professional)
* Google Ads Masterclass – short course by LeanSEM
* Management - Faculty of Economics, University “St. Cyril and Methodius” Skopje, Republic of Macedonia (In the last year of the studies)

Contact

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Interpersonal Skills:

* Soft skills
* Collaboration and communication
* Ability to work in a team
* Time management and prioritizing skills
* Problem Solver
* Proactivity and creativity
* Leadership
* Presentations
* Positive attitude

Languages

English – Full Professional Proficiency

Macedonian - Native language

Serbian - Full Professional Proficiency