

# CURRICULUM VITAE

**ANA-MARIJA BARIŠIĆ**

## Basic information

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## Personal profile

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I am a passionate, highly motivated, and hardworking individual with a main focus on creating accessible and responsive websites. Delivering high-quality work on time, with exceptional attention to detail is my primary goal in everything I do. My oral and written communication skills to coordinate with colleagues and clients are well developed, as well as working in a team and independently. In addition to that, I am a quick learner who welcomes challenges and thrives in diverse, fast-paced environments.

## IT skills

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- HTML5, CSS3, Sass
- Figma
- JavaScript
- Bootstrap5

## Languages

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- Croatian - mother Tongue
- English – C1

## Education

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2021-2022	Algebra University: Web designer
2009-2012	Health University of Zagreb: Sanitarian technician

## Additional education

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- A course for croupiers
- „Outward bound“ course for survival in nature
- A course for writing biographies and job search

## Projects

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TITLE	GITHUB	LIVE PREVIEW
Bootstrap 5 Fitness Site	<a href="https://github.com/abarisc1509/Bootstrap5-SimpleFitnessSite">https://github.com/abarisc1509/Bootstrap5-SimpleFitnessSite</a>	<a href="https://bootstrap5-fitness-site.netlify.app/">https://bootstrap5-fitness-site.netlify.app/</a>
Frontend Mentor challenge - Blogr Landing Page	<a href="https://github.com/abarisc1509/FrontEndMentor-BlogrLandingPage/">https://github.com/abarisc1509/FrontEndMentor-BlogrLandingPage/</a>	<a href="https://fem-blogr-landing-page-v2.netlify.app/">https://fem-blogr-landing-page-v2.netlify.app/</a>
Scrimba solo project - Invoice creator	<a href="https://github.com/abarisc1509/ScrimbaSoloProject-InvoiceCreator">https://github.com/abarisc1509/ScrimbaSoloProject-InvoiceCreator</a>	<a href="https://ss-invoice-creator.netlify.app/">https://ss-invoice-creator.netlify.app/</a>
Frontend Mentor challenge - Testimonials Grid Section	<a href="https://github.com/abarisc1509/FrontEndMentor-TestimonialsGridSection/">https://github.com/abarisc1509/FrontEndMentor-TestimonialsGridSection/</a>	<a href="https://fem-testimonials-grid-section1-v2.netlify.app/">https://fem-testimonials-grid-section1-v2.netlify.app/</a>

## Work experience

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❖ ***Assistant to the CEO*** (20.01.20. – 31.05.21.)

➤ Company name: **Thompson Family Property d.o.o.**

➤ Duties include:

- Managing calendars and scheduling meetings for business and personal needs
- Planning and supervising miscellaneous projects
- Creation and daily updates of financial spreadsheets and other related evidences
- Organization of all business documentation and tracking of deadlines
- HR duties (selection process, organizing and leading interviews, preparation of work contracts, salary preparation)
- Communication and collaboration with clients, partners, accounting, legal and government departments
- Management of office supplies and inventory
- Technical support
- Management of bank accounts, crypto wallets and other investment portfolios
- Household management on daily basis (cleaning, cooking, grocery shopping, ironing, babysitting etc.)
- Other tasks when needed

❖ **Office Assistant** (14.02.19. – 25.09.2019.)

➤ Company name: **Quarto barovi d.o.o.**

➤ Job description:

- Handling incoming calls and e-mails
- Data entering (Remaris) and updating
- Maintaining documents
- Processing invoices
- Maintenance of office supply
- Cash deleveraging
- Organizing and maintaining of office area
- Payroll accounting
- Daily communication with suppliers
- Preparation of accounting documentation
- Invoice payment control

❖ **Video surveillance technician** (16.01.17. - 05.11.18.)

➤ Company name: **Interigre d.o.o.**

➤ Job description:

- Monitoring of all departments
- Monitoring live games
- Monitoring compliance with procedures and regulations
- Keeping daily records
- Writing daily, weekly and monthly reports and analysis
- Keeping records of all employees (annual vacations, sick leave)
- Correspondence with all departments of the company
- Sensitive documentation management
- Management of office supplies

❖ **Stateroom stewardess on river cruises** (01.07.16. - 01.11.16.)

➤ Company name: **Viking cruises**

➤ Job description:

- Cleaning and maintaining 16 rooms daily twice a day
- Meeting and interacting with the guests and learning their needs and habits
- Maintaining public area
- Ironing and other laundry and cleaning duties

❖ **Cashier/waitress on Crodux filling station** (1.4.15.-1.6.16.; 1.10.14-1.2.15.)

➤ Company name: **Crodux derivati d.o.o.**

➤ Job description:

- Work on cash registers and exchange offices
- Inventory creation
- Tracking of product deadlines
- Receiving fuel and other miscellaneous goods
- Refueling
- Preparing sandwiches
- Serving non-alcoholic and alcoholic drinks
- Making calculations at the end of the shift

## **Part-time jobs**

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- ❖ *Worker in greenhouse*
- ❖ *Hostess*
- ❖ *Personal assistant to a disabled person*
- ❖ *Maid in Westin hotel gym and spa*
- ❖ *Fast food restaurant staff*
- ❖ *Live radio broadcasting*
- ❖ *Journalist*
- ❖ *Staff at the sandwich bar*

## **Other interests and skills**

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- Writing
- Reading
- Camping, hiking