

ALEXANDRA KOLLAROVA

Cambridge, Massachusetts | (781)609-8428 | alexandrakollarova91@gmail.com

EDUCATION

Master's Degree in Digital Media – Web Development

Northeastern University | Boston, Ma, United States

9/2018 – expected graduation

6/2020

- Coursework: programming in JavaScript, HTML and CSS, interactive design, web application design and development, user experience (UX), user interface (UI), usability and human interaction, content management systems (WordPress), responsive web design, visual communications

Bachelor of Science in Management Studies

Cambridge College | Boston, MA, United States

1/2018 – 5/2018

Bachelor's Degree in Management

Comenius University | Bratislava, Slovakia

9/2012 – 9/2015

PROFESSIONAL EXPERIENCE

Au-Pair in America - Cultural Exchange Program *(full-time)*

11/2015 – 11/2017

Lexington, MA, United States

- Achieved and gained real life experience with English language and cultural exposure
- Managed scheduling of appointments and led after-school activities

14NEWS – Bratislava, Slovakia *(full-time)*

7/2014 – 7/2015

Sales Marketing Assistant

- Monitored and analyzed clientele's online marketing campaigns
- Tracked schedules to ensure orders ran as directed and are delivered as per consignment
- Developed and maintained customer relations with both potential and already existing clients
- Communicated with internal and external clients via phone and email on a day-to-day basis as well as communicated in person while hosting staff meetings
- Managed sales marketing team with requests and projects for sales department objectives
- Delegated tasks to staff members to increase efficiency and productivity

SOFTWARE KNOWLEDGE

- Programming languages: JavaScript, HTML, CSS, Java
- Technical: jQuery.js, Bootstrap, SVG.js, responsive web design, WordPress, stop motion, Adobe After Effects, MS Office (Word, PowerPoint, and Excel)

LANGUAGES *(Already present in a Professional Experience)*

- English (Fluent), Slovak (Native and Fluent), Czech (Fluent)