

Bogdan Janković

<https://bogdanjankovic.github.io/portfolio/>

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## PERSONAL SUMMARY

Bogdan can be relied upon to build complex digital products, deliver them on schedule and to a very high standard. He is an enthusiastic and passionate Web Designer who can bring new thinking from one sector to the next. Since 2018 he has been employed by ..... where he works in a fast paced, professional environment putting together brand new websites or updating existing ones. On a personal level he is committed to his own development and keeps up to date with recent technological and software advancements. Right now, he is looking for a role with a company that has a growing client roster and ambitious plans for the future.

## CAREER HISTORY

WEB DESIGNER – Start Date – Present

Employers name – Location

Responsible for launching a new website once every week, and for giving existing ones a uplift.

Duties;

- Handing a completed website over to the client in a professional manner.
- Creating wireframes, storyboards, user flows, process flows and site maps to communicate design ideas.
- Attending meetings to plan and develop site content, style and appearance.
- Executing all visual design stages from concept to final hand-off.
- Coordinating with 3rd party contractors and freelancers to distribute and delegate work to them.
- Proof reading content to find any spelling or grammar errors.
- Contributing to social media campaigns on a regular basis.
- Delivering design projects ranging from mid to high-end websites.
- Writing reports for senior managers, clients and partnership organisations.
- Estimating the time required to complete the work and providing quotes to clients, stakeholders and team members.
- Presenting initial design ideas to clients.
- Reporting technical problems to IT support staff.
- Meeting with clients to assess their needs.

JOB TITLE – Start Date – End Date  
Employers name – Location

## KEY SKILLS AND COMPETENCIES

### Professional

- Ability to work independently as well as within a complex team environment.
- Knowledge of best SEO practices and how to apply them.
- Creating website banners and website templates.
- A strong understanding of responsive website design.
- High attention to detail regarding typesetting, vertical flows etc.
- Commercial experience working with the Adobe Creative Suite.
- Can work with different content management systems.
- Consistently producing accurate and high-quality work.

### Personal

- Able to produce a portfolio or references.
- Never leaving the office until everything has been done.
- Loyal to a fault and never letting work colleagues down.

## AREAS OF EXPERTISE

HTML

CSS skills

Fine art

Graphic design

Information technology

## ACADEMIC QUALIFICATIONS

University name – Degree details                      Study Dates

College name ICT College – Qualifications                      Study Dates

School name – Subjects / Grades                      Study Dates