



## Katarina Krstić



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<https://github.com/cipiripi13>

### PROFILE

Since I was a kid, numbers were my thing. But not that long ago, I started learning more about Web design, so I finished a course at BIT Belgrade where I got my diploma and I have successfully completed assignments and participated in final projects which included knowing and using principles of OOP, SPA, and React. In my free time, and as a part-time job I have been working and learning accounting and Human Resources. I have been learning more about things I have mentioned as a part of my volunteering job and I am also using a platform for learning. I am passionate about new things and have a great wish for further learning and developing my skills and my knowledge.

### SKILLS

HTML 5 (advanced)  
CSS 3 (advanced)  
Responsive Web Design (intermediate)  
JavaScript (advanced)  
Major features from ES6 standard  
Git (intermediate)  
OOP (basic)  
React (basic)  
English (advanced level),  
Spanish (beginner)  
Microsoft Office  
Word Press  
Accounting (basic)

## WORK EXPERIENCE

### ACCOUNTING ASSITANT PART-TIME

*Pro plus ZV construction company*

Aug 2021 - Present

- Giving full support to the main Accountant, doing communications with clients and vendors via phone, email. Preparing invoices and doing E-banking transfers.
- Organization of files.

### HR&FUNDS VOLUNTEER PART-TIME

*Stellar Sound podcast*

Dec 2021 - May 2022.

- Preparing necessary documents, job descriptions, screening tests, and interview questions for the organization
- Interfacing with all Department Heads to understand their Manpower requirement

### SALES PERSON

*Women secret*

Nov 2019 - March 2020.

### MAIN WAITRESS

*Mia vista Dolce vita*

Jan 2017 - March 2020.

### RECEPTIONIST

*Hotel Respect Exclusive*

August 2016 - Dec 2016.

## EDUCATION HISTORY

### BIT Belgrade

Highly intensive (6 months)

front-end bootcamp

Sep 2022 - April 2023.

### Eduka Plus Center in Niš

Course for digital marketing and  
making custom WordPress sites

Dec 2020 - Feb 2021.

### Faculty of Sciences and Mathematics, University of Niš

Bachelor of Geography

Graduated in sep 2016.

### Gymnasium Svetozar Marković in Niš

Language Department

Graduated in sept. 2009.