

## PERSONAL INFORMATION

## Daša Gerbec

 Tacenska c.11, 1210 Ljubljana - Šentvid (Slovenia)

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Sex Female | Date of birth 30/8/1993 | Nationality Slovenian

## JOB APPLIED FOR

## MACH Project Manager

## WORK EXPERIENCE

2008–2015

## Work in warehouse and Administrative work

POT, Ljubljana, d.o.o., Ljubljana (Slovenia)

- more than 2700 work hours, while studying
- communication with clients
- organizational skills
- spatial orientation
- team work
- road safety knowledge and driving knowledge
- ability to perform manual labour
- business correspondence
- systematic providing of information
- effective telephone communication
- sorting and distributing incoming post
- Word, Excel, Powerpoint, editing web content (cms), social networks (eg. fb, tw), Google apps

2014–2015

## Bar Service

Halilović, d.o.o., Ljubljana (Slovenia)

- basic knowledge of food and drinks preparation
- drinks service
- knowledge of cash operations
- daily finishing of cash register
- ability to master conflicts

2014

## Promotion

Tosama, d.o.o. (Slovenia)

- promotion and sale of products
- public performance ability
- systematic providing of information
- ability to recognize the needs of target audience
- marketing skills
- counselling
- effective presentation of products
- the ability of marketing

- 2013–2014 **Bar service**  
K.KR., d.o.o, Ljubljana (Slovenia)
- customers oriented
  - organizational skills
  - invoicing
  - taking care of order
  - cleanliness and personal appearance
  - stress management

## EDUCATION AND TRAINING

- 9/2008–8/2013 **High school graduate**  
Gimnazija Moste, Ljubljana - Moste (Slovenia)

- 10/2013–Present **First cycle graduate in economics**  
Faculty of Economics, Ljubljana (Slovenia)  
Mayor - Marketing

## PERSONAL SKILLS

- Mother tongue(s)** Slovenian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C1	B2	B2	C1
Croatian	C2	C2	C1	C1	B2
Spanish	B2	B1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

- Communication skills**
- I gained communication skills primarily in the work of serving and promotion, where the need for constant contact with various of people is necessary
  - Ability to work in teams and groups

- Organisational / managerial skills**
- ability to handle the conflicts well
  - ability to motivate other people

## Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Independent user

Digital competences - Self-assessment grid

- knowledge of MS Office (Word, Excel,...)
- e-mail

- knowledge on the use of the World Web

Driving licence    B