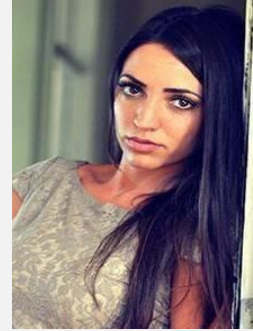


DRAGANA PAVLOVIC

Bachelor of Geography Geospacial and Environmental Science



CONTACT

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I graduated at the faculty of Geography, department of Geospacial and Environmental Science. During my studies I've completed two internships, the first one being in the high school "Prva ekonomska" in Belgrade, and the second one being in the Smederevo communal police department.

In the year 2013 I've started working as an ecologist in a local recycling center, where I've gained and perfected my knowledge of recycling.

In the year 2014 I've started working in a restaurant as a manager, in which I still work to this day. During my four years of work in the restaurant, I upgraded my experience in Sales and Marketing. I have good organizational and communicational skills and I contributed greatly in increasing the revenue of the restaurant. I have provided high quality personal service to all customers. I soon learned the intricacies of the roles and made sure I possess full knowledge of each company's stock to ensure all customer queries were handled. I am happy to work as part of a team, but also use my initiative when necessary. I came across various personalities and managed to turn them into loyal customers.

EDUCATION

HIGH SCHOOL DEGREE

SEPT 2004-JUN 2008

GYMNASIUM " SVETOZAR MARKOVIC", JAGODINA

BACHELOR DEGREE

OCT 2008-MART 2013

FACULTY OF GEOGRAPHY, UNIVERSITY OF BELGRADE DEPARTMENT: GEOSPACIAL AND ENVIROMENTAL SCIENCE

Theoretical and experimental knowledge develop and test hypotheses about populations, communities, and ecosystem function, analyze data using statistical models, use modeling techniques to assess the potential impact of ecosystem changes

COURSES

COMPANY: Krojaceva skola
CERTIFICATE: FRONT-END DEVELOPER

OCT 2017-JUL 2018

Soft skills:

Creativity, Persistence, Positive Attitude, Communication, Time Management

Technical Skills:

<i>HTML</i>	<i>CSS</i>	<i>Bootstrap</i>	<i>JavaScript</i>	<i>AJAX</i>
<i>JQuery</i>	<i>Git-Github</i>	<i>Wordpress</i>	<i>SASS</i>	Adobe Photoshop

Course description:

- Implementing web design and development principles to build stable software
- Bringing mockups to life using HTML, CSS, JavaScript
- Collaborating closely with the team to support projects during all phases of delivery
- Building websites and apps that are responsive and usable
- Monitoring website performance and rectifying front-end-related issues
- Communicating technical issues in an understandable manner to the team and clients
- Identifying innovative ideas and proof of concepts according to project requirements
- Maintaining an organized workflow using a project management tool (like GitHub)
- Testing to identify bugs and technical issues before and after deploying
- Documenting bug reports, tickets, and any code changes

PROFESSIONAL PRACTICE

INTERNSHIP

APRIL-JUN 2012

HIGH SCHOOL "PRVA EKONOMSKA", BELGRADE

- Interactive work with students
- Introducing students with the matter of the basics of ecology
- Testing and the assessment of students
- Writing the syllabus

INTERSHIP

JUN-OCT 2012

THE COMMUNAL POLICE, SMEDEREVO

- Environmental protection
- Preserving cultural heritage
- Maintenance of local roads
- Maintenance of communal order

EXPERIENCE

ECOLOGIST

OCT 2013-APRIL 2015

COMPANY: RECYCLING CENTER EKO-SISTEM, JAGODINA

- Handling and sorting packaging waste
- Recycling polymer, glass and aluminium package, paper, as well as hazardous waste
- Production of documents for the launching of waste
- Drafting documentation for waste relocation
- Updating documentation
- Handling phone calls and emails on behalf of the company
- Completing and archiving documents
- Managing office equipment
- Working on computers, printers and scanners
- Arranging meetings
- Negotiation and finding new clients

EXPERIENCE cont'



MANAGER
COMPANY: RESTORAN „CURAN“, JAGODINA

APRIL 2015-UNTIL

- Organizing business
- Contact with restaurant customers
- Designing the menu, business card and the website
- Setting up and achieving milestones
- Working in HR
- Handling everyday work activity, motivating and developing team chemistry
- Correcting irregularities planning, organizing and overseeing supplies and finances
- Deciding the work schedule
- Handling employees
- Suggesting adequate equipment upgrades
- Ensuring safety at the work environment
- Chat conversation and type a message

LANGUAGE SKILLS

ENGLISH: good; written and spoken

GERMAN: basic; 4 years course at High School

TECHNICAL SKILLS

HTML	CSS	BOOTSTRAP	GITGITHUB
JQUERY	WORDPRESS	AJAX	JAVASCRIPT
MICROSOFT POWERPOINT	MICROSOFT EXCEL	MICROSOFT WORD	ADOBE PHOTOSHOP

OTHER SKILLS

DRIVER LICENSE, B CATEGORY

REFERENCE

PhD Natasa Zivanovic, +381 60 626 15 50, Ekosistem, Jagodina

PhD Snezana Jankovic, +381 65 690 57 26, Restoran Curan, Jagodina

PhD Dejan Filipovic, +381 11 26 37 421, Geography faculty, Belgrade

PhD Ana Jovanovic, +381 69 200 30 20, Krojaceva skola, Belgrade