

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

SEPT 2004-JUN 2008

HIGH SCHOOL DEGREE

GYMNASIUM " SVETOZAR MARKOVIC", JAGODINA

OCT 2008-MART 2013

BACHELOR DEGREE

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

OCT 2017-JUL 2018

COURSES

COMPANY: Krojaceva skola

CERTIFICATE: FRONT-END DEVELOPER

Soft skills:

Creativity, Persistence, Positive Attitude, Communication, Time Management

Tehnical Skills:

HTML	CSS	Bootstrap	JavaScript	AJAX
JQuery	Git-Github	Wordpress	SASS	Adobe Photoshop

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

APRIL-JUN 2012

INTERNSHIP

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

JUN-OCT 2012

INTERSHIP

THE COMMUNAL POLICE, SMEDEREVO

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

EXPERIENCE

OCT 2013-APRIL 2015

ECOLOGIST, 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

APRIL 2015-UNTIL

MANAGER, RESTORAN „CURAN“, JAGODINA

- 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

MICROSOFT WORD, MICROSOFT POWERPOINT, MICROSOFT EXCEL, HTML, CSS, BOOTSTRAP, GIT-GITHUB, JAVASCRIPT, JQUERY, WORDPRESS, AJAX, ADOBE PHOTOSHOP, INTERNET

OTHER SKILLS

JANUARY 2018

DRIVER LICENSE, B CATEGORY

REFERENCE

PhD Natasa Zivanovic, +381 60 626 15 50, Eko-sistem, 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