



DRAGAN VOĆKIĆ

CURRICULUM VITAE

WORK EXPERIENCE:

IT DEPARTMENT

Kikinda City Administration | 2023 | Serbia

Website Content Administrator and Information Systems and Software Maintenance.

CONTENT EDITOR

Eduka doo | 2022 | Serbia

Production of digital textbooks for elementary school

CONTENT ADMINISTRATOR

Printographia | 2021 | Serbia

Managing content for Shopify store, social networks and prepress.

ENGLISH LANGUAGE TEACHER

Oriental Cambridge Kindergarten | 2016 - 2020 | China

-working with children age 3-6 levels Pre-K

-creating lesson plans and organizing classroom activities

-coordinating with the parents and updating about their child's performance and activities.

ACADEMIC BACKGROUND:

CUBES DOO

Belgrade SERBIA | Course

IT Course, Cubes doo

IT bootcamp for Frontend & WordPress Developers.

PRESCHOOL TEACHER TRAINING COLLEGE KIKINDA

Kikinda SERBIA | College

Bachelor of Education - BEd at Visoka škola strukovnih studija za obrazovanje vaspitača u Kikindi

TECHNICAL SCHOOL KIKINDA

Kikinda SERBIA | High School

Energy Technician - Tehnička Škola Kikinda

PROFILE SUMMARY:

I am WordPress and Frontend developer with experience in managing and developing the art and graphics of promotional products in the fields of advertising, business marketing and prepress.

SKILLS & EXPERTISE:

- WordPress solutions
- Data analysis
- SEO optimisation (basic lvl.)
- Print and Web Designs
- Product and Company Branding
- Social Networks Marketing
- Prepress
- Maintenance of information systems and programs

CONTACT INFORMATION:

tel:+381695204858

Email: dvocka@gmail.com

github: [emanresu12](https://github.com/emanresu12)

[upwork](#)

FEW RANDOM REFERENCES:

New York Map Company:

www.newyorkmapcompany.com

Prenočište Dole:

www.prenocistedjole.com

Elektrozeka:

www.elektrozeka.rs

My Portfolio:

<https://emanresu12.github.io/dvocka/>

Sense of piece:

www.senseofpiece.com

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CURRICULUM VITAE

CERTIFICATES:

CUBES DOO

SERBIA | Course

IT Course, Cubes doo Certificate

IT bootcamp for Frontend & WordPress Developers

TESOL

CHINA | Course

Global TESOL Certification Council

TESOL, Course Certificate

CAMBRIDGE CERTIFICATE

CHINA | Course

Cambridge Certificate

Cambridge Certificate For Super Safari program

NATIONAL EMPLOYMENT SERVICE

SERBIA | Course

National Employment Service Certificate

Network Administrator and maintenance

HOBBIES AND INTERESTS:

- Computer, laptops and tablets maintenance and repair
- Website coding planing and design
- Graphic design and prepress
- Reading
- Traveling
- Mentoring

ANNEXES, ON DEMAND:

- Copies of degrees and qualifications
- Recomendation letters, testimonial of employment or work placement

PERSONAL SKILLS:

COMPUTER SKILLS

Work in all Operating systems daily (Linux, Mac OS, Windows...)

PROGRAMS AND PROGRAMMING LANGUAGES

in which i work and understand

- WordPress, Shopify, Webflow...
- NetBeans
- Git
- HTML
- CSS
- Procreate
- MySQL
- Bootstrap
- Canva
- CorelDraw
- Ps
- Office
- Adobe Creative Cloud Express

LANGUAGES:

- Serbian (Native)
- English (TESOL Certificate)
- Chinese (Basic)

DRIVING LICENCE:

- Categories: AM, B, B1, BE, C, C1, C1E, CE, F, M
- I have extensive driving experience both at home and abroad