



# 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](mailto:dvocka@gmail.com)

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

### REFERENCES:

#### New York Map Company:

[www.newyorkmapcompany.com](http://www.newyorkmapcompany.com)

#### Elektrozeka:

[www.elektrozeka.rs](http://www.elektrozeka.rs)

#### My Portfolio:

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

#### Sense of piece:

[www.senseofpiece.com](http://www.senseofpiece.com)

# DRAGAN VOĆKIĆ

## 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
- Ai (various tasks)
- 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