
Dipl.-Ing. Marija Vukovic
marijavukovic.tmf@gmail.com

13th June 2023

To whom it may concern

Here is a short cover where you can see how and where I got so far and maybe this helps you to grasp me as a person instead of just a CV where everything is too formal and impersonal.

First, I started learning WordPress and I got myself some projects using it. Later, I enrolled in the ITBootcamp, where I learned HTML, CSS and JS but not long after that, I started learning React as it was interesting and intriguing to me. Unfortunately, the projects that I worked on were all start-ups (short and not continuous) so I had to find a job where I could earn a living. I started working as a VA, uploading translations to WordPress, fixing broken HTML code, and more but as I always want to learn more and to get to know the whole process, I started learning new things inside that process. From VA I became a team lead, where I prepared new colleagues for the job and helped them onboard. I also managed their workflow and made sure that they had work to do. Later, I got more responsibilities and started working in the translation team where I got to know the whole process, from the request to the delivery. My job is to make sure that translations are done on time while respecting all needed procedures and to make sure that all translators and VAs have work to do so we can deliver everything on time without losing on quality. Also, I'm helping with catching bugs on the website and reporting them to the dev team, also I'm helping the PM with the requests, managing the invoices for separate project and having day to day communication with several teams. The one more thing that is left for me to learn is SEO. I have applied this principle in my past work as well when I worked in the laboratory on soil sampling.

I love to learn how everything is functioning and what things are connected and on what basis. My engineer brain is just wired like that because when you know the whole process from start to bottom, you know how to handle things and how to prioritize them.

Sincerely,

Marija Vukovic