☎ +381 61 50 40004

📍 Belgrade, Serbia

✉ nadakolakovic282@gmail.com

⧉ github.com/ndkl1

🌐 ndkl1.github.io/nkportfolio/index.html

NADA KOLAKOVIĆ

EDUCATION

Faculty of Economics and Business
University of Belgrade
2019 - 2023
Business Informatics

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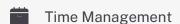**First high school for economic sciences**
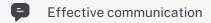2015 - 2019
Economic technician

SKILLS

- MS Office
- Photoshop
- HTML
- CSS
- JavaScript
- Python
- Java
- WordPress
- SPSS, R

💡 Critical Thinking

📅 Time Management

📋 Willingness to learn

💬 Effective communication

🧠 Open-mindedness

EXPERIENCE

Baby Food Factory
Baby food packer
Dobanovci, Belgrade (June 2019 - July 2019)
Being a team player
Packaging foods for babies, toddlers and kids
Ensuring that all products are portioned and organized correctly
Working in a clean and organized way and cleaning as I go
Pitching in and helping out in other areas If needed

Social Media Manager
Belgrade (2020 - current)
I manage all of my brand's social media platforms, including: Instagram, TikTok, Twitter, Pinterest. I look for new opportunities and creative ways of sharing my short stories and parts of my books on digital platforms, making use of images and video in the most effective way possible. I create actionable plans to both grow and maintain followers on Instagram. I think strategically about my social media presence, and learn every month about how I can improve my accounts.

Conferences
- IT Space
- KONEKT
- Interviewing week
- Build Yourself

LANGUAGES

- Serbian   Native
- English   C1
- Spanish   A1
- Korean   A1