



Petra Kolarič

PROJECT MANAGER



Slovenia, Europe



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PROFILE

Task-oriented, team player, aware of priorities that have to be completed in a timely manner. Always with a positive attitude, and great at finding convenient solutions.

LANGUAGES

SLOVENE / native
CROATIAN / fluent
ENGLISH / fluent

SKILLS

Project Management



Problem Solving



Graphic design



Creativity



WORK EXPERIENCE

PROJECT MANAGER

Nov 2021 - Present

Venere Ltd. / Izola, Slovenia

- Website management, and responsibility for Key accounts
 - The visual look of the company, social media, B2B e-commerce platform
- Technologies: Slack, Outlook, Google Apps, Excel, CRM program, Adobe Illustrator & Photoshop, Corel Draw, Canva

WEBSITE EDITOR

Dec 2019 - Jun 2021

10DX GROUP / Maribor, Slovenia

- Customer support, e-commerce B2C
 - Managing orders, product entries, and descriptions
 - Checking the accuracy of stocks, tracking delivery deadlines, coordination of packages. Close cooperation with purchase, marketing and warehouse.
- Technologies: Shopify, Click-up, Slack, Workplace, All Hours, Google Apps, Excel, PowerPoint, and other internal programs
- Skills gained: knowledge about marketing, websites, UI & UX, SEO

PRODUCT MANAGER

Dec 2016 - Dec 2019

Michael Pachleitner Group / Graz, Austria

- Collecting market feedback & relevant ideas
 - Preparation of technical packages, sending inquiries, offers, orders, and taking into account delivery deadlines, by follow-up with suppliers
 - Responsibility for prototypes, colour selection, pre-production samples, to meet approved aesthetical, technical, and quality ISO standards
 - Organization, coordination of meetings, and participation in business trips visiting suppliers abroad, optical and fashion fairs (France, Italy, Germany)
- Technologies: Internal database, technical specification sheets, Outlook, PowerPoint, Excel files, Adobe Illustrator & Photoshop, ERP System, WGSN, Trello, Pinterest, Instagram, Facebook

ART EVENT MANAGER

Mar 2016 - Nov 2016

Igrajmo se IC / Ptuj, Slovenia

- Preparation of creative workshops, fashion shows, outdoor events, musical and theater performances, team building activities, conferences, etc.
 - Involved in the entire event planning process, preparing and implementing cultural events from inquiry to realization.
- Technologies: Gmail, Excel files, Adobe Illustrator & Photoshop, Wix, Camera
- Skills gained: organization, communication, leadership, teamwork, public speaking

ASSISTANT BRAND MANAGER

Sep 2015 - Feb 2016

EUROPA 92 Ltd. / Zagreb, Croatia

- Assisting to Head of Brand Development & Brand Designer
- Following up on trends, creating mood boards, preparation of new designs, prints, care labels, hand tags, barcodes, and technical packages for suppliers
 - Material selection & sampling, checking sales statistics for selected items
- Technologies: Internal programs, Outlook, Excel files, Adobe Illustrator & Corel Draw, Pinterest, Instagram
- Other: Product management up to the last step in the production and control of the collection in actual shops, also as a secret customer

EDUCATION HISTORY

Oct 2011 - Jul 2015

Bachelor of Arts in Fashion Design

Faculty of design / Ljubljana, Slovenia