



# Petra Kolarič

## CURRICULUM VITAE

- 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  
English, Croatian - fluent  
Italian, German - basic

## SKILLS

- Social & communication
- Problem solving
- Team player
- Graphic design
- Creativity

## WORK EXPERIENCE

### PROJECT MANAGER

Nov 2021 - Present

*Venere / Izola, Slovenia*

- ▶ Assisting in OEM projects, personalizing ideas for apparel production
- ▶ Marketing activities, social media, B2B e-commerce platform development

Technologies: Slack, Outlook, Excel & PowerPoint, CRM program, Adobe Illustrator & Photoshop, Corel Draw, Canva

### WEBSITE EDITOR

Dec 2019 - Jun 2021

*10DX GROUP, marketing / Maribor, Slovenia*

- ▶ Customer support for marketing e-commerce agency
- ▶ Managing orders, product entries, and descriptions
- ▶ Checking the accuracy of stock, coordination of packages and deadlines.
- ▶ Close cooperation with purchase, marketing and warehouse.

Technologies: Shopify, ClickUp, Slack, Workplace, All Hours, Excel

Skills gained: online marketing, website development, SEO

### PRODUCT MANAGER

Dec 2016 - Dec 2019

*Michael Pachleitner Group / Graz, Austria*

- ▶ Responsible for optical frames and sunglasses
- ▶ Collecting market feedback & relevant ideas for eyewear
- ▶ Preparation of technical packages, sending inquiries, offers, orders
- ▶ Following up with delivery deadlines by constant contact with suppliers
- ▶ Color selection for 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, PowerPoint, Excel files, Trello, ERP System, WGSN

### ART EVENT MANAGER

Mar 2016 - Nov 2016

*Igrajmo se / 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: Wix website development, Photography, Adobe Photoshop

Skills gained: organization, communication, leadership, teamwork, public speaking

### ASSISTANT BRAND MANAGER

Sep 2015 - Feb 2016

*EUROPA 92 / Zagreb, Croatia*

- ▶ Assisting to Head of brand development and Fashion 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 and sampling, checking sales statistics

Technologies: Internal programs, Outlook, Excel files, Adobe Illustrator & Corel Draw, Pinterest

Skills gained: Product management up to the last step in the production and control of the collection in actual shops, also as a secret customer

## EDUCATION

Oct 2011 - Jun 2015

**Bachelor in design - Textile and fashion design**

*Faculty of design / Trzin, Slovenia*