



NEMANJA RISTIĆ

WORDPRESS EXPERT JUNIOR

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WORK EXPERIENCE

Receptionist

Prezident D.O.O

2021 - 2022

- During my employment at Prezident Hotel, my duties include working with customers, registration, and checking out from the hotel, as well as maintaining the necessary documentation for them and the hotel. I was also in charge of guiding activities of larger groups.
- In this role I had the opportunity to express myself in several roles, adapting to the current ones and the needs of the hotel. I have been praised many times by colleagues, managers, and guests.

Operator, branch office manager

DAN PLUS INTERNATIONAL

2019 - 2021

- As a branch office manager, my daily obligations included communicating and maintaining good relationships with clients, as well as taking care of the books and other legal documentation for the branch office.
- During the two and a half years of my employment, I received multiple commendations from my superiors (the management team) and was in charge of training new hires. I was also chosen to be the model employee, and the company created a handbook based on my accomplishments, working style, and commitment to the job.

SKILLS

- Designing and deploying WordPress websites
- Site Optimization
- Setting up e-commerce architecture
- Responsive design
- Troubleshooting and fixing issues with WordPress plugins, themes, and pages.
- Maintaining WordPress sites and stores

TECHNOLOGIES & TOOLS

- PHP
- HTML
- CSS
- WooCommerce
- Elementor
- phpMyAdmin
- cPanel

COURSES

- Web Development (WordPress) - IT Bootcamp
- Oxford Academy (CSS + HTML)

LANGUAGES

- Serbian - Native
- English - Advanced
- German - Beginner