

MARIJA RUBIL

rubilmarija@gmail.com | +46 736 196 834
LinkedIn: <https://www.linkedin.com/in/rubilmarija/> | Portfolio: <https://marijarubil.netlify.app/>

As a self-motivated and organized individual with background in administration and public procurement, I have a keen eye for detail and capable to administer numerous tasks to meet tight deadlines without compromising quality. My empathetic nature and desire to connect with others has led me to pursue a career in frontend development, where I aim to leverage my communication skills to effectively collaborate with a team and develop web applications that improve people's lives.

As I embark on my career in frontend development, I am eager to absorb knowledge and learn new skills from industry leaders and professionals. With my proactive attitude and dedication to creating solutions with user friendliness in mind, I am poised to make a positive impact in the field.

EXPERIENCE

SEP 20223 – MAR 2024
FRONTEND DEVELOPMENT INTERNSHIP, TELIA COMPANY AB, SOLNA
Final course of the Frontend Developer vocational program at Hyper Island
Stockholm (*Industrial Placement*)

NOV 2017 – MAR 2018
ADMINISTRATIVE ASSISTANT/VOLUNTEER, RED CROSS, CROATIA

- Managed incoming calls, resolving queries, and ensuring effective communication with city administrative bodies.
Achieved a reduction in response time for phone inquiries, enhancing overall communication efficiency.
- Ensured the accuracy of all data in local documents and business process management system programs.
Implemented data verification measures, leading to a reduction in data discrepancies and enhancing the reliability of local documents.
- Conceptualized packages for basic household supplies for families in need.
Assembled and distributed 100+ packages, positively impacting the lives of families facing economic challenges.
- Designed and executed special packages tailored for women and children.
Executed a targeted program that provided essential supplies to 50+ women and children in vulnerable situations.

DEC 2015 – DEC 2016
PUBLIC PROCUREMENT OFFICER, CITY OF ZAGREB, CROATIA
Documentation officer in the public procurement procedures
Managed multifaceted administrative tasks, including:

- Oversaw data entry and records management for all ongoing processes.
Achieved an improvement in data entry efficiency, reducing errors and enhancing accuracy in procurement documentation.
- Handled invoices, created, and dispatched purchase orders, ensuring timely and accurate processing.
Ensured financial accuracy and compliance with invoicing procedures.

Facilitated effective communication:

- Engaged in daily correspondence with multiple departments and tenderers, ensuring seamless coordination and timely query resolution.
Decreased response time for inquiries, enhancing interdepartmental communication.

Demonstrated initiative and responsibility:

- Independently prepared, reviewed, and evaluated tender documentation and specifications in public procurement procedures.
Applied a strategic initiative, leading to reduction in decision-making processes' time.

Received recognition for:

- Positive work ethics, consistently meeting deadlines and contributing to a collaborative and results-driven work environment.
Commended for maintaining a high standard of professionalism and team cohesion.

Provided proactive assistance:

- Volunteered to assist colleagues with tedious administrative work during downtime, contributing to a collaborative and efficient work environment.

EDUCATION

AUG 2022 – PRESENT
FRONTEND DEVELOPER, HYPER ISLAND, STOCKHOLM

SEP 2011 –JUN 2015
BACHELOR'S DEGREE IN ECONOMICS, UNIVERSITY OF SLAVONSKI BROD, CROATIA
Grade: 180 ECTS - bacc.oec

SKILLS

- Communication skills
- Teamwork / Collaboration
- Organizational skills
- Time management
- Agile / Scrum
- HTML5, CSS, JavaScript
- React.js
- Node.js
- Git / Version control
- RESTful Services and APIs
- Figma

LANGUAGE

- Croatian – native speaker
- English – fluent/advanced speaker
- Swedish – intermediate speaker

ACTIVITIES

- Gluten-free baking
- Pilates