

MARIJA RUBIL

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As a proactive 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 can utilize my communication skills to effectively collaborate with team and create user-friendly interfaces that improve people's lives.

As I am to 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, I am poised to make a positive impact in the field.

EXPERIENCE

JUN 2018 – JAN 2020

HOUSEKEEPER, HEMFRID AB, STOCKHOLM

Consistently exceeded client expectations to guarantee future services.

NOV 2017 – MAR 2018

VOLUNTEERING / ADMINISTRATIVE ASSISTANT, RED CROSS, CROATIA

Performed daily administrative office tasks such as answering phone, solving problems with city administrative bodies, managing mail, ensuring accuracy of all data in local documents and business process management system programs.

Interacted and communicated with homeless people, families in need of all ages and backgrounds, giving support and feeling of solace in challenging times.

Conceptualized packages for basic house supply for families in need and special packages for women and their children.

DEC 2015 – DEC 2016

PUBLIC PROCUREMENT OFFICER, CITY OF ZAGREB, CROATIA

Documentation officer in the public procurement procedures.

Managed multifaceted administrative tasks such as data entry and records management of all going processes.

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
- JavaScript, HTML, CSS
- React.js
- Node.js
- Git, GitHub
- Croatian – native speaker
- English – fluent speaker
- Swedish – intermediate speaker

ACTIVITIES

- Gluten free baking
- Pilates