



BOJANA ZHIVKOVSKA, 25

COMMUNICATION, SYNERGY, ADVERTISING

Skopje, Macedonia



WORK EXPERIENCE

GREY Worldwide LTD, Advertising & Marketing, Skopje

ACCOUNT AND BTL ASSISTANT

JUNE 2018 – PRESENT

- Planning, budgeting and executing events for all the clients of the firm
 - Close collaboration with account managers and account director
 - Creating proposals
 - Event operations management
- Staffing and managing functional teams

FUTURA 2/2 Advertising & Marketing, Skopje

EVENT AND CUSTOMER RELATIONS ASSISTANT

JUNE 2017 – PRESENT

- Creative input in conceptualizing concepts for events
- Create and monitor schedules and see that deadlines are met
- Coordinate operations within the team and synchronize them in accordance with the outsource suppliers.
 - Help ensure resources are used efficiently
 - Complete any necessary administrative tasks
- Organizing group events such as team building activities and retreats for the employees

Client list: Pepsi, GAMA, Sparkasse Bank Macedonia, EU Info Centre, etc.**Events:** Western Balkans Digital Summit 2018, PEPSI - UEFA Super Cup 2017

FUTURA 2/2 Advertising & Marketing, Skopje

OFFICE MANAGER

JUNE 2016 – PRESENT

- Running a budget for the firm's daily expenses
- Conducting a press clipping and media reports
- Managing contract and price negotiations with office vendors, service providers
 - Assist the HR managers in the onboarding process for new employees
- Scheduling meetings and appointments within the office and with external contacts

DB Survey International, Skopje

MARKETING ASSISTANT

NOV 2015 – FEB 2016

- Contacting businesses or private individuals by telephone to solicit sales for goods or services
 - Regular communication and monitoring of customer satisfaction of the particular product/service, and summarizing reports
 - Conducting surveys for particular client



GRADUATED FROM
FACULTY OF ECONOMICS
Major: E-Business



3+ YEARS EXPERIENCE
in Marketing, Events, Sales,
and Office Management



2 times at "Work & Travel" in USA

CREATIVE & SOCIAL SKILLS

EVENT PLANNING



COMMUNICATION



ACCOUNT MNGM



CREATIVITY



NEGOTIATION



TECH SKILLS

MICROSOFT WORD



MICROSOFT PPT



MICROSOFT EXCEL



PANTHEON



LANGUAGES

ENGLISH

Proficient User

SPANISH

Basic User

MACEDONIAN

Native Speaker

HOBBIES

READING, WRITING, SEWING



BOJANA ZHIVKOVSKA, 25

COMMUNICATION, SYNERGY, ADVERTISING

Skopje, Macedonia



WORK EXPERIENCE

Retail Store Shirt off my back, Vail, Colorado

SALES REPRESENTATIVE

JUL 2014 – SEP 2014

- Welcoming and advising customers
- Ensuring goods are well displayed
- Handling payments, arranging orders and managing delivery to customers
- Coordinating deliveries from suppliers

Vail Marriot Mountain Resort, Vail, Colorado

BANQUETS AND EVENT ASSISTANT

JUNE 2014 - SEP 2014 / JUN 2013 - SEP 2013

- Coordinating all requests between banquet staff, food and beverage departments, and other hotel divisions
- Maintains open communication with Stewards, Housemen, Captains, Servers, and Bartenders
- Preparation and arranging the venue of the event

FORMAL EDUCATION

B.Sc. in E-Business, Faculty of Economics

GRADUATE SCHOOL

OCT 2010 - JUN 2014

University Ss. Cyril and Methodius, Skopje, Macedonia

VOCATIONAL EDUCATION

Marketing & Events Specialist

CAREER DEVELOPMENT ACADEMY

OCT 2017 - DEC 2017

NewMan's Business Accelerator, Skopje, Macedonia

- Marketing and Advertising Fundamentals
- Integrating (Digital) Marketing and Sales
- Event Planning, Organisation and Management

Microsoft Excel for Business

VOCATIONAL TRAINING

JAN 2017 - MAY 2017

Brainster Academy, Skopje, Macedonia



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