



# MILENA PETROVA, 24

AMBITIOUS, DILIGENT, LOYAL

Skopje, Macedonia



## WORK EXPERIENCE

### Frontwise Group TALENT ACQUISITION CONSULTANT

Jan 2017 - Present

- Working on different projects with different clients
- Sourcing, attracting, recruiting and on-boarding employees to an organisation
  - Complex boolean search
  - Technical and functional roles
  - Market research
- Managing database of candidates
- Included in internal projects and activities for personnel development
- Perform other duties in line with position as may be reasonably required

### Wequassett Resort – Cape Cod, MA

RESTAURANT STAFF

Jun 2016 - Sep 2016

- Work and travel program in the USA

### Bacara Resort & Spa – Santa Barbara, CA

RESTAURANT STAFF

Jun 2015 - Sep 2015

- Work and travel program in the USA

### Grand Hotel - Mackinac Island, MI

RESTAURANT STAFF

Jun 2014 - Sep 2014

- Work and travel program in the USA

### NLB Bank AD, Skopje

INTERN

Aug 2013 - Sep 2013

- The purpose of this internship was to prepare student for entry into the business world by providing theory and practical application of attained knowledge.



FACULTY OF ECONOMICS  
Major: Financial Management



2+ Years of working  
experience



1 year of work experience  
in the USA

## CREATIVE & SOCIAL SKILLS

TIME MANAGEMENT



COMMUNICATION



PRIORITIZATION



ADAPTABILITY



PROBLEM SOLVING



## TECH SKILLS

MICROSOFT OFFICE



MICROSOFT PROJECT



JIRA



HTML/CSS



JAVA



## LANGUAGES

ENGLISH

Proficient User

MACEDONIAN

Native Speaker

## HOBBIES

SWIMMING, SKIING, READING,  
OUTDOOR ACTIVITIES WITH FRIENDS



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## FORMAL EDUCATION

### Faculty of Economics

UNDERGRADUATE SCHOOL

Sep 2012 - May 2016

Undergraduate studies: Financial Management



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## VOCATIONAL EDUCATION

### ICT Project and knowledge management

Jan 2018 - Mar 2018

NewMan's Business Accelerator

### Treehouse online courses

2017

- HTML
- CSS
- Java basics

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TIME MANAGEMENT



COMMUNICATION



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PROBLEM SOLVING



## PROJECTS AND CERTIFICATES

### FCE - First Certificate in English

University of Cambridge

### CAE - Certificate in Advanced English

University of Cambridge

### Organizational efficiency through integrated software solutions

Economic Chamber of Macedonia

### Efficient time management

Economic Chamber of Macedonia

## TECH SKILLS

MICROSOFT OFFICE



MICROSOFT PROJECT



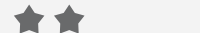
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