

Curriculum Vitae

Aleksandar Milurović

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WORKING EXPERIENCE

- | | |
|---|-------------|
| Publix, Supermarket Inc., Fort Walton Beach, FL, Unated States of America | 2013 |
| Position: Customer Service Staff | |
| <ul style="list-style-type: none">▪ Customer support▪ Collecting and managing complaints▪ Customer contacts base updating | |
| Holiday Inn, Fort Walton Beach, FL, Unated States of America | 2013 |
| Position: Customer Service Staff | |
| <ul style="list-style-type: none">▪ Front desk assistant▪ Participating in activities related to "Customer satisfaction survey"▪ Maintenance | |
| Night club „Fest“, Belgrade | 2012 |
| Position: Host | |
| <ul style="list-style-type: none">▪ Receiving and entertaining club guests▪ In charge of security▪ Organisation of various events (parties) | |
| Coffee shop – “Dambo”, Belgrade | 2012 |
| Position: Waiter | |
| <ul style="list-style-type: none">▪ Serving the customers, taking care of inventory,▪ Responsible for daily cash register▪ Coordinating other waiters | |
| „Mini Studio publishing group“, Belgrade | 2011 – 2012 |
| Position: Internship | |
| <ul style="list-style-type: none">▪ preparation, designing and editing of texts on internet portals in CMS▪ translation of texts from English to Serbian and from Serbian to English language▪ selection and editing of photographs in accordance with the text | |

Music High School »Kosta Manojlović«, Zemun

2005 – 2009

Position: Organisation of school activities - Internship

- Organization of participants and designing an action plan (taking care of applicants, organization of promotional activities etc)
- Organization of venue and refreshments for participants in school activities (negotiation on the venue reservations)
- Other marketing activities (design of marketing materials and organisation of their distribution)

Theather „Dadov“, Belgrade

2011

Position: Internship – Manifestation „Belgrade to Belgrade”

- Marketing activities

EDUCATION

Faculty of political science, University of Belgrade

2013 – 2014

Master program in Political theory, sociology and institutions

(expected)

Faculty of culture and media, University of Belgrade

2009 – 2013

Bachelor degree in Public relations

Music High School »Kosta Manojlović«, Zemun

2005 – 2009

Section: Clarinet

LANGUAGES

Serbian language (native)

English language (writing – excellent, reading – excellent, speaking – excellent)

Acquired Certificate of knowledge – Level B2

2012

Italian language (writing – excellent, reading – excellent, speaking – basic)

Spanish and French language (basic knowledge)

COMPUTER SKILLS

MS Office (Word, Power Point, Excel) – ECDL Certificate;

CMS (Content Management System);

Internet – Explorer, Google Chrome, Firefox, Opera;

Social networks - Facebook, Twitter, Google+;

PERSONAL COMPETENCIES

Hardworking, creative, persistent, excellent organisational skills, oriented to team work but able to work independently as well, ambitious, responsible, honest, communicative, sociable, outgoing.

OTHER

Driving licence „B” (car) – active driver

INTERESTS

Sport, reading, travelling, music, history, psychology

Tracking of latest news from country and the world through different type of media