

Sandra Mitrevska
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EDUCATION:

- Master – Faculty of Organizational sciences – Project management 2013-2009-2013
- Faculty of Organizational sciences, University of Belgrade Management (average grade 9,16)
- SSC Pale 2005-2009
Gymnasium – general direction

INTERNSHIP:

- Makler invest – assisted in preparing documentation for trading with securities

COMPUTER SKILLS:

- MS Office – Word, Excel, PowerPoint, Visio, Project
- Project web server
- Internet
- Wordpress

LANGUAGES:

- English language (advanced level)
- Spanish language (basic)

PERSONAL SKILLS:

- Organization skills and time management
- Ability to adapt to new situations and duties
- Able to work in a team or alone if necessary
- Active, persistent and initiative

SEMINARS:

- Mesec Kakodologije – series of lectures conducted by the representatives of a PR agency Communis
- Case Study Section – lectures conducted by the people who were winners of world competitions in solving case studies, organised by student organisation Estiem

OTHER:

- B category driving licence
- Worked on preparing documentation for a tender for “Gama-Demining” (translation, documents in Word and Excel, making gantt charts)
- Previous member of student organization ESTIEM