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Aleksandra Parapid

Details

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**Professional Summary**

After graduating from college, I started working as a freelance translator so I could continue to improve and update my linguistic skills on a continuous basis. The opportunity arose to be a part of the niche perfume industry where I started as a salesperson. By demonstrating my ability to work in a team, my communication skills, and organizational skills, I was promoted to the Store Manager.

**Employment History**

**01/09/2018–Present Store Manager of “The Perfume” Shop**

**“DP LUX D.O.O”**

* responsible for day-to-day operations and overseeing salespeople

Skills

Highly organized and efficient

Communication Skills

Ability to Work in a Team

Collaboration and Teamwork

Initiative and Problem-solving Abilities

Creative Problem Solving

Computer Skills

* preparing schedules and assigning duties for current employees
* interviewing, hiring and training new employees
* completing store administration and ensuring compliance with policies and procedures
* maintaining outstanding store condition and visual merchandising standards
* dealing with all issues that arise from staff or customers

**10/06/2017–31/08/2018 Salesperson at “The Perfume” Shop**

**"DP LUX D.O.O."**

* maintaining knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
* computing sales prices, total purchases and receive and process cash or credit payment.
* maintaining records related to sales.

**01/01/2015–Present Freelance Translator**

**Education**

Hobbies

Drawing

Photography

Nail art

Puzzles

**05/09/2011–23/09/2014 Bachelor at University "Mediteran", Faculty of Foreign Languages**

*General*

British studies, American studies, American and English literature

*Occupational*

Modern English, Italian language, German language, Syntax, Morphology, Linguistics, Business English

**01/09/2008–27/05/2011 Economic technician at Public School "Gimnazija" Kotor**

*General*

Foreign language (English), Mother tongue and literature, History and Geography, Sociology, Physical education and Sports

*Occupational*

Accounting, Principles of Economics, Statistics, Marketing, Modern Business Correspondence