

Marta Despotović

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Education

Master of Science in International Business, Megatrend University, Belgrade, Serbia

Master thesis: The influence of the media on the performance of business innovation

Key subjects: Strategic marketing, Microeconomic analysis, Methodology of Scientific research

Bachelor of Applied Science (B.A.Sc.), Health care Management, University of Banja Luka, Banja Luka, Bosnia and Herzegovina

Diploma thesis: Management as a prerequisite for successful business of health institutions

Bachelor of Applied Science (B.A.Sc.)

Medical College of Professional Studies, Belgrade, Serbia

Languages

Serbian – native language

English – excellent, both written and spoken

German – very good (ÖSD certificate B2 level, Internationales Kulturinstitut, Vienna, 2013.)

Greek – fluent, both written and spoken (School of Modern Greek Language - Aristotle University of Thessaloniki-Greece, 2009., B2; Hellenic Foundation For Culture, Belgrade, 2010., G1)

Personal characteristics

Hardworking, cooperative, quality conscious and responsible person who is ready to take initiative. Excellent organizational and inter-personal skills, openness to change and ability to manage complexities.

Willing to share knowledge and experience while actively working towards continuing personal development and long-term commitment.

Career summary

Consultant – TutorABC (Taiwan)

from November 2016.

- Teaching English to junior and adult students from China and Japan, levels 1-12

Assistant Supervisor – Bankruptcy Supervision Agency Serbia, April 2016-September 2016.

Responsible for:

- Providing technical support to supervisor in performing of direct supervision,
- Entry of the information relating to the files of bankruptcy trustees into the data base,
- Forming of files for bankruptcy trustees,
- Keeping track of daily records of cases,
- Making the analysis of statistical data for cases.

Prime-time job as representative of the agency - EUROPE-STUDIES from 2016.

- Taking care of all documentation necessary for admission to faculty,
- Assisting potential students with faculty enrollment,
- Assistance with apartment search and everything necessary for staying in Serbia,
- Assistance with obtaining a student visa.

Sales coordinator – Forsped d.o.o. Serbia, December 2014-February 2015.

Responsible for:

- Communication with clients and organization of orders,
- Maintaining of sales records and preparation of reports, providing information to the finance department on incoming and completed orders,
- Variety of support services.

Product advertisement for:

Jegermeister, Jack Daniels, Coca-Cola, Skovin, Nikšičko

Serbia and Montenegro
Jun 2006 – April 2008

Responsible for:

- Promotion and direct sales of company's products to the end users on various sales locations,
- Preparing sales and marketing reports to the sales manager,
- Performing analysis of sales on designated sales area.

Food and beverage attendant – various Café's

Greece, various locations
Jun 2008 – August 2012

Responsible for:

- Daily café's activities regarding food and beverage preparation and serving to the clients,
- Managing the café activities regarding clients' payments, cash register and financial closure of the day,
- Café's inventory and purchasing of necessary goods,
- Organization of café's promotional activities and supervision of promoters.

Courses & Certificates

TEFL certificate – Premier TEFL, 120 hours

Basic bookkeeping and accounting course- Wizard school, Belgrade, Serbia

Certificate of successfully completed training for using ERS software application for leading bankruptcy projects, Bankruptcy Supervision Agency, Belgrade, Serbia, 2013

Other skills

Driving license (B category) valid from 2010.

Fully computer literate: Word, Excel, Power Point, Internet.

Interests

Traveling, and gaining new experiences.

References

Available upon request