

# Petrovic Tanja

## Curriculum Vitae

**Name:** Petrovic Tanja  
**Date of Birth:** 15.09.1972.year  
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### EDUCATION:

Economical Technician (1992). Secondary Economic School in Cacak. Bussines Academy, International Business, Cembridge First certificate in English (FCE)/Bussines English Certificate Vantage (BEC Vantage) (stydiies in progress). Training in writing projects by the Serbian Chamber of Commerce to the EU funds (stydiies in progress).

### LANGUAGE:

English (writing-great-great reading, speech-excellent).

### COMPUTERS SKILLS:

MS Office, Corel Draw, Adobe Indesign, Adobe Illustrator, Adobe Photoshop, Internet, Power Point.  
Independent production of promotional and advertising material:  
Logo, Brand book, brochures, billboards, neon signs, indoor and outdoor features of the company, trade show presentations, films and videos for the representation of corporate companies, branding the products, services, company, web design.

### FEATURES AND QUALIFICATIONS:

Focus on goals, credibility and the ability of independent and team work. I look pleasant and well presented, well with others. I own abilities problem solving. I am patient and persistent, which is very important because the way to the conclusion of major deals may last for several months. I learn fast and get to know the product or service that sell.

I enjoy traveling, learning about and finding new clients.  
Show outstanding negotiation skills, presentation and analysis. I own knowledge of the market.

## **WORK EXPERIENCE:**

**2015**

**FREELANCE JOB**

**Cooperation with Daniel D. Vujic - director and producer**

**HOLLIYDEN WORK'S CANADA**

**Position: Marketing manager and designer**

**2014-2015**

**DOO »AXIS TRANSLATION & TECHNICAL SERVICES«**

**Position: graphic artist in prepress and layout of the text**

**2006-2014**

**Marketing agencies »WIS.ART«**

**Position: Marketing manager and designer**

**2005-2006 godina**

**Corporation »SITOPRINT«**

**Position: Marketing manager and designer**

**2001-2005 godina**

**Corporation »MEDIAPRINT«**

**Position: Marketing manager and designer**

**1998-2001 godina**

**Marketing agencies »GRUPA«**

**Position: Marketing manager and designer**

Duties and responsibilities:

- Graphic design in logos, business cards, flyers, brochures, letterheads, front pages of magazines, billboards, banners, photo retouching, Creating graphic standards, packaging, labels, Fair presentations, Web design. . .
- Making presentations of products and services
- Developing promotional campaigns and monitoring their implementation
- Field work with existing customers and finding new
- Daily sales analysis and performance, taking action to improve sales
- Responsible for the achievement of daily, weekly, monthly and periodic plans
- Communication with subordinates and superiors through daily reports on the work done

- Contracting and realization of wholesale and retail shares

Internet Marketing:

- managing online advertising campaigns
- Writing effective marketing letters and send offers by e-mail
- Web site marketing
- bringing new customers to the sites and contribute to a greater number of visits

Checkout:

- choice of keywords that will contribute to the success of the web site
- create an ad for Google and other search engines
- analyze Visitors to enhance advertising strategies.

Duties and responsibilities:

- Provide sales, expanding new network customers
- Ensure timely and accurate reporting on operations within its responsibilities
- Market research, analysis and preparation of plans for further follow-up activities on the market
- Preparation of documentation for tenders and contracts
- Control the shipment of goods, payments and receivables
- Provide high-level scope of services and respect for agreements
- Conduct conversations in English
- Creation of graphic solutions
- Designing and creating presentations, campaign
- Computer skills (Photoshop, Illustrator, InDesign, Corel, Power Point, Excel, Word, Internet).

### **PERSONAL CHARACTERISTICS:**

- Initiative, communication
- resourcefulness and perseverance
- Good negotiation and organizational skills
- Readiness for teamwork and adaptability to work
- energy, perseverance and self-initiative expressed
- Analytical, readiness training and teamwork
- Highly expressed responsibility at work
- The orientation towards teamwork and good communication skills
- Ability to work under pressure and in uncertain situations.

### **OTHER:**

Driving license B category, active driver 14 years.

Member of painting association "Estet" in Cacak since 2002, solo exhibition.

Dealing with digital photography.

The interest in the improvement of business skills and learn new languages.

Copyright radio show "The elections - the intersection" the synopsis shows.

Actively listening to the customer, flexibility, work under pressure and of course excellent

communication skills sales.  
Dealing with humanitarian work.

Other members of the board and founder of the Association of the Red Dragon Serbian women - Swod.

Member of Association of Business Women of the city of Cacak - Nadezda Petrovic.

Mentor training women businesswoman support self-employment of women in promising industries, through training, mentoring and networking. The project was organized by the Association of Serbian business-woman, under the auspices of the CIP Foundation, in cooperation with the Association of Business Women of the city of Cacak - Nadezda Petrovic.

In this project, I was a mentor to novice company which is a basic activity of sewing, ethno-shirt design, creation of visual identity, logo, professional photography, branding. This project has been nominated for the award by the foundation CIP, as well as to be published in their brochure that comes out in 17 countries in the world.

The event "Breakfast with Europe" I participated in the design and presentation of the project "Serbian fairy tale", held on Petrovarazdin fortress, designing visual identity, branding, production presentation of business ideas.