



Anja Marković

Teaching assistant, HR,
studying on master studies

Contact

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Date of birth

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Address

Ozrenska 29, Niš

Education

2014-2018

**Gymnasium "Svetozar
Marković" Niš grade average
5.00**

2018-2022

**Faculty of Management,
Metropolitan University, Niš
average grade 9.59**

2022-Present

**Faculty of Management,
Metropolitan University, Niš,
master studies**

Working with a computer

- MS office package (excellent knowledge)
- MS Project (very good)
- SPSS (very good)

Language

English (writing-excellent, speaking-excellent, reading excellent)

French language (writing-very good, reading-excellent, speaking-good)

Experience

○ 2020 - 2022

Metropolitan University

University scholarship

Working as a compensation for the scholarship, regarding jobs as:

- Planning of different modules for ISUM (Metropolitan University Information System)
- Research in the field of recruiting new staff for the needs of the University
- Administrative activities within marketing, HR service and ISUM.
- Updating, management and control of data on ISUM scholarship holders
- Writing instructions for the modules of the new ISUM
- Training for recruitment and selection of new personnel
- Research on web analytics and their application to the faculty

○ 2022 - Present

Metropolitan University

Teaching assistant

teaching preparation and implementation

○ 2022 - Present

Metropolitan University

HR, marketing assitent (development of digital marketing strategy) and administration

Soft skills:

Strong communication skills, organizational skills, quick and effective decision-making, teamwork, negotiation skills, accessibility

Hobbies

Traveling, going out with friends, listening to music

Other

Possession of a category B driver's license, active driver