



Jovana Kovacevic
Graduated Professor for Language
and Literature

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WORK EXPERIENCE

Marketing Research Analyst Optic Power

11/2020 - 04/2021

Belgrade, Serbia

Achievements/Tasks

- Research
- Cooperating with clients from cybersecurity and real estate industries
- Searching for companies and people that would be the best fit for my clients and their products
- Working in Sales Navigator tool (Linkedin) and numerous Extensions like Skrapp, Apollo, Hunter...

Customer Service Representative G Solutions Group/ EasyToVisa

04/2019 - 11/2020

Belgrade, Serbia

Achievements/Tasks

- Processing Requests of clients for immigration consulting services
- Reviewing clients' documents for visa applications and residency matters
- Communication with clients via e-mail and phone
- Research of immigration procedures and improvement of work procedures
- Country project leader - Poland

Call Center Operator/ Sales Agent - Polish Language

AB Vital Plus

12/2017 - 04/2019

Belgrade, Serbia

English Language Teacher English Immersion

03/2017 - 07/2017

Belgrade, Serbia

Serbian, English and Polish language Translator

Freelance

10/2016 - Present

EDUCATION

University Of Belgrade - Faculty of Philology

Slavistics - Polish language

10/2014 - 07/2019

Belgrade, Serbia

Law, Finance and Administration High School of Economics

09/2009 - 05/2013

Uzice, Serbia

SKILLS

Dactylography

Touch Typing

Microsoft Office

Team Worker

Responsibility

Skill

CERTIFICATES

MRA Certificate (11/2020 - 04/2021)

Driving Licence for B category

LANGUAGES

Serbian Language

Native or Bilingual Proficiency

Polish Language

Full Professional Proficiency

English Language

Full Professional Proficiency

Russian Language

Elementary Proficiency

INTERESTS

Reading

Education

Self Improvement

Languages

Travel