

# Curriculum Vitae

## Personal Details:

Name: Katarina Kafadar  
Date of Birth: 29.12.1991.  
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## Professional Summary:

A motivated, adaptable and responsible student who is highly interested in **business development, marketing and sales activities**. Conscientious go-getter who is highly organized, dedicated and committed to daily tasks.

## Work Experience:

**Accountant Assistant – Ovnak d.o.o.** (6.2014 - 8.2014)

- doing the payroll in accounting
- entering bills into QuickBook
- <http://www.ovnak.com>

**Volunteer at B.a.B.e.** (Organization for human rights) – (10.2015.- 11.2015.)

- answering emails
- answering phone calls

**Marketing Assisat – Henkel AG & Company** (5.2016 - 9.2016)

- organizing and hosting presentations and customer visits
- assisting with promotional activities
- helping to organize market research
- analyzing questionnaires
- writing reports, company brochures and similar documents
- <http://www.henkel.hr/>

## Languages:

- Croatian language (Native)
- English language (B2) – Berlitz Language School Certificate (B2)

## Social skills and competencies:

- **Team spirit** gained through participation in diverse projects at college.
- **Leadership** skills gained through my experience as a **team leader** at college competitions.
- **Good communications skills.**
- Persuasive and with good **presentation skills.**

## Education:

- **College:** Zagreb School of Economics and Management, Zagreb, Croatia (2012 – present)
  - **AACSB Accredited School**, Bachelor of Economics (240 ECTS)
  - Expected date of graduation: May 2017
  - Relevant Courses: - Principles of Marketing
    - Marketing Management
    - Strategic Management
    - Management of Production Operations
    - Market Research
    - Consumer Behavior
  - <http://www.zsem.hr>
- **High School:** Gymnasium (2006 – 2010)  
„Opća gimnazija Vitez“, Vitez, 72250, BiH

## Students Awards and Accomplishments:

- **Award** for student competition in marketing (for making **marketing plan** for specific brand) from company „**Atlantic Grupa d.d.**“ and Zagreb School of Economics and Management.
- **Award** for student competition "Open for business" which was organized by Zagreb School of Economics and Management in cooperation with **European Social Fund** and that's how I got **resources** from European Social Fund for internship abroad.
- **Award** for student competition of project development for the introduction of the ERP system in the fictive company. Me and my team got degree for one of the best projects and our project will be published and available in the **National Library**.

## Technical skills:

- Microsoft Office
- Photoshop

## Driving license (B1, B)

## Hobbies and Interests:

- Recreational Riding
- Martial Arts (Ninjutsu, Krav Maga)

## Referees:

Mr. Ilija Buha (Executive Director at Ovnak.d.o.o.)  
(E-mail: [ilija.buha@ovnak.com](mailto:ilija.buha@ovnak.com))