

SNEŽANA BOJKOVIĆ

ABOUT ME

I find great pleasure in traveling and learning about different cultures, so one of my big passions are languages.

WORK EXPERIENCE

Administrative professional | JKP Zenica trans d.d. | 1985-1990

Working in this environment helped me to grow and learn a lot. One of my key responsibilities were: administering office needs, managing and distributing information within an office, handling correspondence between clients and customers.

Private teacher | free-lancer | 1993-present

After brining into world 3 beautiful humans, and raising them to correct path in life, I did a lot of one to one English/ Serbian/ Chinese lessons.

Dispatch center administrator | Chickadee trucking Miami Florida | 2018-present

Key roles: Billing invoices, handling urgent dispatch calls, as well as monitoring the route and status on the field, providing information and funds for the unites in the field

EDUCATION

Associate Translator | 1980-1984 | Language school

After finishing primary school, following educational step gave me perfect opportunity to improve my language skills. Not only verbal translation forms but written forms as well, in German and in English.

2007 I had chance to attend Chinese language course and I am very happy to add that to my language skills.

2019 I finished TESOL course International Open Academy

Address:

Aleksandra Belića 12, Beograd,
Serbia

Nationality:

Serbian

Marital status:

Married



+381653662465

sneka.baixue@gmail.com

SKILLS

Language skills

- Serbian (Mother Tongue)
- English (Fluent)
- Chinese (Functional)

PC skills

- MS office package
- Basic knowledge of HP printers

Interests

- Languages, music, medicine, traveling

I believe that there is no limit when it comes to education, so I continue to study and improve my skills