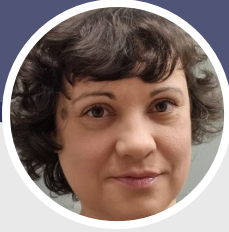


ŠPELA HORJAK



Personal

- Address**
KIDRIČEVA 68
3270 LAŠKO
- Phone number**
+38641970838
- Email**
hspela@gmail.com
- Date of birth**
22-09-1977
- Place of birth**
Celje
- Gender**
Female
- Nationality**
SLOVENIAN
- Marital status**
SINGLE
- Driving licence**
B

Interests

- Growing herbs and making products from herbs
- Reading books
- Writing

For over two decades, I was continuously employed in various administrative roles, starting as an office administrator and working my way up to taking over the purchasing and financial department of a company with 80 employees. In 2004, I decided to pivot my career and become an accountant, where I spent the next 17 years honing my skills in financial management and communication with local and foreign buyers and suppliers.

However, when the COVID-19 pandemic hit, I realized that I wanted to pursue a different path that aligned more with my passions and interests. So, I took a leap of faith and left my 9-5 job to become a freelancer and start my own company.

Now, I am dedicated to things that I truly enjoy, including translating, proofreading, transcribing, audio-tagging, educating, and creating content.

I believe that it's never too late to change your path and pursue your dreams, and I am excited to continue exploring new opportunities and possibilities.

If you're looking for a versatile and dedicated professional who is not afraid to take risks and pursue their passions, then I am the perfect candidate for your team. Let's connect and see how we can work together to achieve great things.

Work experience

Office administrator/Purchase Manager Dec 1998 - Apr 2004
AHA Secaplast d.o.o., Slovenia, LAŠKO

Assistance in accounting and finance
Administration
Purchasing management
Correspondence with foreign and domestic customers and suppliers

Accountant/bookeeper May 2004 - Sep 2020
PIZZERIJA ŠPICA, Jože Sadar s.p., LAŠKO

Bookkeeping and accounting
Administration management
Financial management
Contact with customers and suppliers
Purchasing assistance
Sales assistance

marketing assistant/copywriter Oct 2020 - Dec 2020
Jotas d.o.o., LAŠKO

Preparation and implementation of a marketing plan
Correspondence with existing and searching for new potential customers
Editing social networks and websites
Assistance in Sales and purchasing
Payment transactions

Owner Oct 2022 - Present
HS studio, Laško

translating
proofreading
audio-tagging
transcribing

Education and Qualifications

High School diploma - Gymnasium Sep 1992 - Jun 1996
I. Gymnasium in Celje, Slovenia, Celje

I. Gymnasium in Celje

References

SPELA HORJAK
041970838
hspela@gmail.com

Špela

Skills

- organized ● ● ● ● ●
- communicative ● ● ● ● ●
- team-player ● ● ● ● ●
- reliable and dedicated ● ● ● ● ●
- MS Office ● ● ● ● ●