|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | | | | | | | | | | | |
|  |
| meHD-AA-small.jpg | | **Curriculum Vitae** | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Personal information | |  | | | | | | | | | | | | |
| First name(s) / Surname(s) | | Ivan Miljanić | | | | | | | | | | | | |
| Address | | Zorana Đinđića 177, 11070 Belgrade, Serbia | | | | | | | | | | | | |
| Telephone(s) | | Mobile: +381 64 1377253 | | | | |  | | | |  | | | |
| Fax | | / | | | | | | | | | | | | |
| E-mail(s) | | [ckatep@gmail.com](mailto:ckatep@gmail.com), contact@ivanmiljanic.com | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Nationality | | Serbian | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Date of birth | | 03 January 1985 | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Gender | | Male | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Desired employment / Occupational field | | IT Project manager, System Administrator, Internet marketing manager, Databases, Programming, WebDesign | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Work experience | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| #1 | | Online team programming | | | | | | | | | | | | |
| Dates | | 2003-2006. | | | | | | | | | | | | |
| Occupation or position held | | Programmer, web designer, project manager | | | | | | | | | | | | |
| Main activities and responsibilities | | Uniting with online team to design information systems, programming, web programming and web design trought site www.rentacoder.com. | | | | | | | | | | | | |
| #2   |  | | --- | | Dates | | Occupation or position held | | Main activities and responsibilities | |  | |  |  |  | | --- | |  | | Name and address of employer | | | IT Manager  2010-2016 (ongoing)  Project Manager, Marketing Manager, Programmer, Web designer, IT Administrator  Planning, implementation and project management (Expanding the market by implementing Internet sales - e commerce for brands: Herbafast, GD-100, Zglobex, Bulardi, Flobian, Immuno GD-poly, Lubenica, Naturoplex, Herbiko, Africka sljiva,Tensilen, ARTEROprotect, CARDIOvitamin, DUMM, Herbiko, FolicPlus, Propomucil, K2D3, Heptro, FolicPlus) - Creation of all webistes;  Planning, implementation and management of marketing campaigns for Serbia and abroad (PPC advertising, banner advertising, email marketing, promotion through social media, SEOmonitoring and impact assessment of ongoing campaigns (Google analytics, clicktale), keyword research, market and competition research (market samurai, SEO spyglass, Google services),  Development of database software, software for reporting and analysis (C#, Excel), website development (html, php, javascript, mysql, cms - wordpress i joomla);  Web design,creating a landing page for marketing projects (optimisation, A/B testing), banner creator, making advertising solutions in print media, TV advertisement designer ,designing flyers and other promotional material (adobe photoshop, corel draw, adobe premiere, adobe ilustrator);  Maintaining internal network, mail server and hardware maintenance; Managing the implementation of new systems and technologies from idea to realization.  Proton System d.o.o.  Viline Vode bb,  Slobodna Zona Belgrade, 11000 Belgrade | | | | | | | | | | | | |
| Type of business or sector | | Import, distribution, promotion and sale of pharmaceuticals (dietary supplements) | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| **Education and training** | |  | | | | | | | | | | | | |
| Dates | | 2000 – 2004; High school degree  2004 – 2009; University degree | | | | | | | | | | | | |
| Name and type of organisation providing education and training | | 1. IX Belgrade High School “ Mihailo Petrovic Alas “ Belgrade; 2. Faculty of Organizational Sciences, Belgrade; | | | | | | | | | | | | |
| Principal subjects / occupational skills covered  Level in national or international classification | | 1. Graduated with highest grade in computer Science on the topic “Game FPS Mania”, Visual Basic 2. Graduated with highest grade in Internet Marketing on the topic “New directions for business on the Internet”   Engineer of Organizational Sciences (Master of Science level) | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Personal skills and competences | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Mother tongue(s) | | Serbian | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Other language(s) | | English, Russian | | | | | | | | | | | | |
| Self-assessment | |  | Understanding | | | | | Speaking | | | | | Writing | |
|  | |  | Listening | | Reading | | | Spoken interaction | | Spoken production | | |  | |
| English | |  | C2 | Proficient user | C2 | Proficient user | | C1 | Proficient user | C1 | | Proficient user | C1 | Proficient user |
| **Russian** | |  | A1 | Basic User | A2 | Basic User | | A1 | Basic User | A1 | | Basic User | A1 | Basic User |
|  | | (\*)[Common European Framework of Reference (CEF) level](http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en) | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Social skills | | Hard working, reliable, self-initiative, self-disciplined, adaptable, good communication skills, successful realization of interpersonal relations and constructive cooperation in the team, ready to learn and thrive. | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Organisational skills and competences | | Ability to lead projects, work in a team and under pressure, open to collaboration, ready to accept criticism and suggestion. | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Computer skills and competences | | Excellent computer skills:  Windows (XP, Vista, Windows 7, Windows 8, Windows 8.1 Windows 10)  Microsoft Office (Word, PowerPoint, Acces, Excel, Visio)  Internet researches and usage  Programming languages (Visual Studio, C#, Visual Basic, Java, Mysql)  Web development and Web design (Dreamweaver, php, javascript, WebServices, Client/Server,  CMS – Wordpress, Joomla,Corel Draw, Adobe – Photoshop, Premiere, Ilustrator,) Project Managment - MS Project, AtTask, Basecamp, Trello  SEO improvement skills  Google Analytics  5 years experience of Digital Advertising  Excellent knowledge of computer hardware.  Excellent knowledge of computer networks. | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Art skills | | Experience in web design as well as the programming interface. | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Other skills and hobbies | | Computers, sports, movies, traveling, video games. | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Driving licence(s) | | Category B driving license. | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Additional information | | Projects  2003 – Remote Control Software for Windows Me, Visual Basic 6  2004 – Video Game“FPS Mania”, Visual Basic 6  2005 –Information System for Coffee Shop(procurement, sales and distribution), Acces,  MS Project, UML  Online multi snake game – team work, Visual Studio  LAN Texas Holdem game – team work, Visual Studio  2006 – WebService for betting houses, C#  Dynamic site for cake shop, DreamWeaver, MySql, javascript, php  2007 – Client/Server application for maintance Information System for DVD Club - C#  Personal Online presentations, Dreamweaver, javascript  Online MultiChat,Java  2008 – Web site for„Turizmijada“, DreamWeaver, MySql, javascript, php  Information system for the Library, Acces, MS Project, UML, C#  2012 – Creation and optimization of dynamic multilanguage site for ProtiVit – Presentation and e-commerce of supplements for weightloss.  2013 – Creation of presentation for Agricultural company Agrimax Ltd.  2014 – Project management and development of software-modules for the helpdesk, external partners and internal knowledge base.  2015 – SEO and SNM for truckingshoresinc.com  2015 – Web site for gym center GLfitness - glfitness.com  2015 – Web site for footbal coach - ljubomirristovski.com  2015 – Web site for Hotel Theater Belgrade - hoteltheaterbelgrade.com  2016 – Web site for DrShiller comsmetic salon - drshiller.rs  2016 – Web site for Plastic Surgery Europe - europe-plastic-surgery.com  Seminars 2010 – „Successful selling is a designed process“, Lecturer: Milorad M. Milivojević, Beograd  2011 – Digital impact, „How Agencies Should Chage“, Jon Willams; „Digital Media and the Scarcity of Attention“, Brian Morrissey; „The Social Media Revolution“, Tal Navarro  2013 – WEBIZ 1.0 - Conference on business use of the Internet 2014 – WEBIZ 2.0 - Busieness education  2015 – WEBIZ 3.0 - Busieness education  2015 – Payoneer conference in Belgrade  2015 – DIDS 2015 – Serbian internet domain day  2016 – Certificate for seminar management system of data safety in organisations – ISO 27001:2013  2016 – InOrbit 2016 – Inbound Marketing Conference – Ljubljana, Slovenia  2016 – DIDS 2016 – Serbian internet domain day  2016 – WEBIZ 4.0 – Business education  2016 – Upwork meetup in Belgrade 2016 – Spark.me 2016 DIGITAL conference  2016 – WEBIZ 16 - Zlatibor  Webinars 2010 –“Mobile Marketing Webinar”, Boyd Norwood, Howie Jacobson, PhD  2011 –“The Factors of Cost-Per-Click Advertising”, PurePPC.com  2011 –“Webinar: Learn the Secrets of Google’s Local Search”, Greg Shuey  2011 –“Off-Page SEO Webinar”, Boyd Norwood, Director of SEO for SEO.com  2012 –“Ecommerce Product Page Optimization”, Expert Panelist Ayat Shukairy  2012 –“Ecommerce Checkout Optimization”, Expert Panelis Linda Bustos, Director of Ecommerce Research at Elastic Pat  2012 –“Preparing your website for conversion optimization”, Expert Panelist Khalid Saleh, CEO - Invesp  2013 – "Customize an IT Methodology for Your Organization" - Projectinsight  2013 – "Apply the Software Development Lifecycle for a Successful Project" - Projectinsight  2014 – "Fundamental PM Webinar - Business Process Improvement Basics"  2015 – SEO for Multi Location Businesses  2015 – Ethics of Internet Marketing and Best Practices 2015  2015 – Kako raditi i zaraditi preko interneta, Webinarium - Minić Ivan  2015 – Google Adwords i poslovne kampanje, Webinarium - Miroslav Varga | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |