



Marija Gjosheva

Project Coordinator

 Romford, UK

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Languages

Macedonian (Native)

English (Fluent)

About

An experienced project coordinator knowing her way in project completion from start to finish. The project I was responsible for required writing budget proposals every year, writing budget narratives about previous spending, planning programs, events and courses on different topics, welcoming high-profile guests and hosting these events. The love for fashion has always been in me, I have always considered myself as a creative person who always wants to explore so this is the career transition that I want to make. I have a true passion for this industry and whoever would decide to give me a chance should know that I will be a person dedicated 100% to giving my best and thriving in this environment.

BRANDS WORKED WITH

American Corners North Macedonia (American Corner Shtip)

American Corners North Macedonia (American Corner Shtip Coordinator)

Hard Rock Cafe

Experience

● Coordinator

American Corners North Macedonia (American Corner Shtip Coordinator | Aug 2016 - Jul 2022)

Hours per week: 40 I. Directly Relevant Experience in this position – logistics and event planning from organization and planning, to inviting guests, preparing the room and hosting or opening events; – managing Social Media Accounts for the American Corner - Facebook and Instagram – creating social media campaigns, social media ads, posters, flyers, event invites. – budgeting, experience in writing grant proposals, narratives, planning a yearly budget and expenses and managing the grant spendings – training of new employees or Corner Volunteers and facilitation of online courses or workshops – providing English translation (oral translation whenever the Corner has had Diplomats from the US Embassy as guests) – providing customer service, welcoming visitors, helping them with their requirements; also, building a network of collaborators and maintaining contacts and service – computer skills used for data gathering for reporting, writing reports, daily communication, creating posters and flyers, social media management, working with Microsoft Office, iOS and Google Suite – working in a cross-cultural setting with a multicultural team, working with Americans, with the US Embassy, with Peace Corps Volunteers II. Additional experience in this position – Planning and scheduling working hours for 2 Resource Center Specialist and Corner Volunteers, coordinating their work, mentoring them and delegating tasks – Creating programs that correspond to mission and goals – Creating programs focused on education, community and youth development – Creating, preparing, working on and hosting a weekly radio show, related to promoting the programs and activities and US culture – Collecting statistics and writing monthly and annual reports, as well as event reports – Writing strategic plans – Established a great collaboration with the University, with Faculties of Computer Sciences and Faculty of Philology. – Ensured to maintain a stable network of contacts in the whole eastern part of our country – Developed program plans, projects and workshop plans

● Resource Center Specialist

American Corners North Macedonia (American Corner Shtip | Sep 2013 - Jul 2016)

Hours per week: 20 I. Directly Relevant Experience in this position – logistics and event planning from organization and planning, to inviting guests, preparing the room and hosting or opening events; – training of new Corner Volunteers and facilitation of online courses or workshops – providing English translation (oral translation whenever the Corner has had Diplomats from the US Embassy as guests) – providing customer service, welcoming visitors, helping them with their requirements

– computer skills used for writing reports, daily communication, creating posters and flyers, social media management – working in a cross-cultural setting with a multicultural team, working with Americans, with the US Embassy, with Peace Corps Volunteers II. Additional experience in this position – Creating programs focused on education, community and youth development – Collecting statistics and writing monthly and annual reports, as well as event reports – Facilitating programs like Conversation Hours, which at the Corner were held together with Peace Corps Volunteers, MOOCs and different workshops – Working with kids and youth



● **Retail Sales Associate**

Hard Rock Cafe | May 2011 - Sep 2011

Hours per week: 40 I. Directly Relevant Experience in this position

-Working the cash register

-Engaging with customers

-Organizing shelves, stocking up, making sure everything looks neat and sorted

-Helping customers with any questions they might have about the products, helping them with choosing souvenirs