



MATEA SKENDERIJA

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ABOUT ME

I am a 25 year old graduate of Architectural Technology and Construction Management bachelour degree at UCL. Previous to university I studied land surveying in high school, which gave me some insight and led me into the world of construction. Currently in search of an opportunity to join the industry and make use of my knowledge to further improve my skills.

PERSONAL SKILLS

- Excellent communication skills
- Fluent in 2 languages (English, Croatian), begginer level Danish
- Strong computer skills
- Time management and organization
- Problem solving skills

WORK EXPERIENCE

WOLT MARKET

Shift Lead | Sep 2022 - Aug 2026

- Shift Leader, opening and closing shifts
- Responsible for organising tasks and workload daily
- Inbouding deliveries, dealing with reclamations and recalls
- Packing orders and communicating with deliveries
- Cleaning the store and organising the products

THE OLD IRISH PUB

Bartender | Sep 2021 - Oct 2022

- Bartender, Cleaner & Wardrobe work
- Serving people
- Making drinks/cocktails
- Washing the glasses
- Cleaning the bar
- Opening and Closing shifts
- Weekend night shifts

EUROPHONE D.O.O.

Sales advisor | Nov 2020 - Aug 2021

- Customer service, working with people daily
- Telecommunications store, making contract deals
- Demonstrating features of a product to a buyer
- Selling my company's services to private or business users
- Sales adviser, Administration, Scheduling

WORKFORCE (HUAWEI)

Sales Assistent | Jun 2020-Oct 2020

- Customer service, Sales adviser
- Demonstrating features of a product to a buyer
- Solving problems occurring within the devices

ACADEMIC PROFILE

UCL UNIVERSITY - ERHVERVSAKADEMI OG PROFESSIONSHØJSKOLE

Architectural Technology and Construction Management

- 3D Design: Revit and Enscape
- Software analysis(LCA&LCC)
- Management analysis and responsibilities
- Construction regulations and timelines
- Technical calculations and drawings

PROJECTS AND AWARDS

- English school competitions
- Erasmus+ mobility project France 2019
- TIME project every year (video conferences with schools and students around the world discussing world issues)

LAND SURVEYING SECONDARY SCHOOL

Upper secondary landsurvey education

- Land surveying land and calculations
- Mapping (QGIS)
- Design: AutoCAD
- Plot and road measurements
- Technical drawings and analysis

INTERNSHIP

- Novo Nordisk (construction sector) -5th Semester of bachelour ATCM degree