



# ŠEJMA HAJRIĆ

## CONTACT

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📍 Kasapovići br. 79 72290 Novi  
Travnik

## EDUCATION

2022 - 2023

INTERNATIONAL UNIVERSITY  
OF TRAVNIK

- Master of Marketing,  
management and trade

2017 - 2021

INTERNATIONAL UNIVERSITY OF  
TRAVNIK

- Bachelor of Finance,  
accounting and auditing
- GPA: 9.78 (Golden honors)

## SKILLS

- Project Management
- Patience
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Adaptability
- Active listening

## LANGUAGES

- English (Fluent)
- German (Very good command)
- French (Basics)

## PROFILE

Assertive, productive, and energetic student with a MA degree in Economics. Adept in various social media platforms and office technology programs. Committed to utilizing my skills to further the mission of a company. Bilingual, hardworking, and ready to join my next team. Excellent time management skills combined with a superior knowledge of the service industry.

## WORK EXPERIENCE

● **International University of Travnik** 2022 - PRESENT  
Main editor of a scientific journal and assistant

- Served as an assistant to all administrative personnel and acted as a first point of contact for visitors and customers.
- Effectively managed the editing staff and provided helpful and constructive feedback to writers.

● **Next Level Ecommerce LLC** 2020 - 2022  
CS representative and content creator

- Worked on different projects doing customer service, product researching, content creating, data entry on Shopify, etc.
- Developed unique content for a variety of clients sites to improve presence and brand awareness.
- Coordinated mailings, marketing materials, and website content.

● **Mixed Secondary School Novi Travnik** 2021 - 2022  
High School Teacher

- Teaching high school students about business economy, company policies and development.
- Monitored student progress and performance, and maintained meticulous documentation for each student.
- Taught students with various learning needs and helped them achieve their greatest potential.

## EXTRA-CURRICULAR ACTIVITIES

● **Coach and referee at Karate team "Orhideja",** 2018 - 2021  
Novi Travnik

## REFERENCE

**Amira Perenda**

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