

EVA SPIRKOVSKA



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ABOUT ME

A passionate carrier person dedicated to create a positive work environment. With a strong educational background, I foster growth, confidence, and social skills in every aspect of life. Skilled in communication and collaboration, I work with colleagues to optimize the work flow. An enthusiastic team player, I thrive in a supportive work environment and am committed to making the best out of my job.

EDUCATION

BA in Preschool Education

Faculty of Pedagogy – University of St Kiril and Metodij [2018 – 2022]

Master of Arts in Preschool Education

- Faculty of Pedagogy – University of St Kiril and Metodij [2023 – Current]

SKILLS

- Communicative
- Organized
- Creative
- Emphatic
- Problem-solving
- Team worker
- Ambitious
- Energetic

CERTIFICATES

- [06/2022]
- Social and Emotional Learning in Early Childhood
- [04/2022]
- Inclusion of Children with Special Needs
- [03/2022]
- Training for Intercultural Education
- [03/2022]
- Preparing Future Teachers. Educating for Democracy
- [01/2022]
- Quality Teaching through Classroom Mentoring for Future Teachers – QUAMEN
- [2017]
- Cambridge English Level 1 Certificate on ESO International (First)

WORK EXPERIENCE

Sales Agent

Transcom [09/2024 – 01/2025]

City: Skopje | Country: North Macedonia

As an English-speaking Sales Agent for HelloFresh, I was responsible for driving sales and providing excellent customer service to both potential and existing customers. I helped customers find the right meal plans, answered questions, and resolved any issues they had. My role included managing inbound and outbound calls, processing orders, and ensuring customers were satisfied with their experience. I consistently met sales targets while making sure customers felt valued and supported. I also worked with the sales team to find ways to improve and grow the business. This role helped me improve my ability to manage multiple tasks and build strong relationships with customers.

Customer service

Gluvo Kuche [07/2024 – 09/2024]

City: Skopje | Country: North Macedonia

Take food and drink orders from customers accurately and with a positive attitude.

Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.

Engage with customers in a friendly manner.

Knowledge of the menu, with the ability to make suggestions.

Ensure tables are enjoying their meals and take action to correct any problems.

Collect payments from tables.

Prepare checks that itemize and total meal costs and sales taxes.

Help food preparation staff when necessary.

Preschool Teacher

"Izvorce Montessori" [15/02/2024 – 01/07/2024]

City: Skopje | Country: North Macedonia

Establish and enforce rules of behaviour for children in their classrooms

Provide basic needs for children

Provide tools and resources for children to use and explore during learning and play activities

Adapt teaching methods and materials to meet the interests and learning styles of children

Develop and maintain positive relationships with children

Manage classroom activities including lessons, play, breaks and meals

Track children's progress

Maintain a clean and tidy classroom

Help children reach developmental milestones

Collaborate with others to implement lesson plans

Encourage children to interact with each other to develop social skills

Provide appropriate supervision for children at all times

Maintain inventory system for classroom materials and supplies

Facilitate various activities for children including songs, games and storytelling

Governess

[11/2022 – 01/2024]

City: Skopje | Country: North Macedonia

Established a personal developing program for a toddler with outstanding intellectual abilities.

Achieving high

expectations in general knowledge, health and motor development, social and emotional development as well as

language, literacy, and communication development

Substitute Teacher

"Kristijan Todorovski" Preschool [11/2021 – 12/2021]

City: Skopje | Country: North Macedonia

Working with children from the age of six, following the state program for learning and development. Studying

letters, writing and speaking by following pictures. Artistic expression with different materials, developing musically

as well as motor activities for improving gross and fine motor skills.

Supervisor

"Vakyym" Bar [2020 – 2021]

City: Bitola | Country: North Macedonia

Oversee overall daily bar operations

Report any issues to management

Short listing, interviewing and recommendations for new casual bar staff

Monitoring and training of bar staff

Manage floats

Maintain the overall cleanliness and tidiness of the bar, servery, display, glassware, and tables

Bar service

Customer service – direct inquiries/complaints to Management where applicable

Order weekly alcohol supplies and accept deliveries

Collect non-alcohol items from supermarket

Manage inventory, wastage, promo drinks and spoilage

Record and report incidents as appropriate

Any other duties assigned.

Server

"Jagoda" Bar [2016]

City: Bitola | Country: North Macedonia



LANGUAGE SKILLS

- **Mother tongue(s):** Macedonian
- **Other language(s):**
- **English**
LISTENING B2 READING B2 WRITING B2
SPOKEN PRODUCTION B2 SPOKEN
INTERACTION B2

DRIVING LICENCE

- **Driving Licence:** B

HOBBIES AND INTERESTS

- **Reading** Enjoys literature across various genres.
- **Music** Playing an instrument, singing, or attending concerts to appreciate different genres.
- **Art** Engaging in painting, drawing, or crafting as a creative outlet.
- **Outdoor Activities** Hiking or gardening to enjoy nature and stay active.
- **Fitness** Engaging in various physical activities to maintain a healthy lifestyle.
- **Cooking** Experimenting with different recepies.

