



Šejla Mandžić

Date of birth: 17/02/2001 | **Nationality:** Bosnian-Herzegovinian | **Phone number:**

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Address: Amalije Lebeničnik 2, 75000, Tuzla, Bosnia and Herzegovina (Home)

EDUCATION AND TRAINING

2014 – 2019 Tuzla, Bosnia and Herzegovina

HIGH SCHOOL DIPLOMA "Meša Selimović" Gymnasium

Address Dr. Tihomila Markovića, 75000, Tuzla, Bosnia and Herzegovina | **Website** <http://www.gmstz.stud.ba/>

2018 – 2024 Tuzla, Bosnia and Herzegovina

BACHELOR OF FINANCE AND ACCOUNTING College for Finance and Accounting FINra

Address Mitra Trifunovića Uče 6, 75000, Tuzla, Bosnia and Herzegovina | **Website** <https://finra.edu.ba/>

2018 – CURRENT Tuzla, Bosnia and Herzegovina

BACHELOR OF MATHEMATICS Faculty of science and mathematics

Address Univerzitetska 4, 75000, Tuzla, Bosnia and Herzegovina | **Website** <http://pmf.untz.ba/>

2023 – 2024 Sarajevo, Bosnia and Herzegovina

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY International Burch University

Website <https://www.ibu.edu.ba/>

WORK EXPERIENCE

01/06/2022 – 01/09/2022 Bosnia and Herzegovina

REMOTE INTERNSHIP LONAC.PRO COMMUNITY

I created content for social media and I updated our website daily. I used to attend team meetings where I learned how big companies work and how to cope with business challenges.

2024 – CURRENT Tuzla, Bosnia and Herzegovina

UNIVERSITY TEACHING ASSISTANT UNIVERSITY FINRA TUZLA

08/2023 – 09/2023

INTERN FARHEAP SOLUTIONS INC.

I had the opportunity to actively engage in various accounting responsibilities, gaining hands-on experience in tasks such as financial record-keeping, data analysis, and report generation.

11/2022 – 05/2023 Tuzla, Bosnia and Herzegovina

INTERN CAPE ANN ENTERPRISES

During my internship, I worked with databases and conducted data science tasks using Python.

LANGUAGE SKILLS

Mother tongue(s): **BOSNIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	B2	B2	C2
GERMAN	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Digital skills

E-mail e social | Basic graphic design - Canva | Content Management System (CMS) | Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Social Media | Microsoft Office | Google Drive | Adobe PS | Asana app | Zoom

Communication skills

Good listener and communicator | Written and Verbal skills | Organizational and planning skills | Team-work oriented | Decision-making

● **MANAGEMENT AND LEADERSHIP SKILLS**

Resilience - Your inner superpower

In this course I learned through examples and useful assignments about the many ways in which everyone can cope with stress which comes with today's dynamic rhythm and way of life.

Time management

In Time Management course I learned the basic principles of time management in a very easy and accessible way.

● **CONFERENCES AND SEMINARS**

Tuzla, Bosnia and Herzegovina

SCRUM Masterclass

I attended a SCRUM Masterclass workshop and learned about Agile methods and Scrum platform.

Vukovar, Croatia

SKEI conference

I was a visiting speaker at SKEI 2022 conference that took place in Vukovar, Croatia. My lecture was "Marketing activities for higher education institutions".

● **PROJECTS**

CURRENT

SIA semifinalist

I am currently a semifinalist at Social Impact Awards 2022. I am working on a project that helps shelters and abandoned animals.

International Reply Creative Challenge

I attended Reply Creative Challenge and did a presentation about Brand Activation.

Second Marketing Challenge

I participated in Second Marketing Challenge and pitched "Smart Mirror" idea.

● **HOBBIES AND INTERESTS**

Web design and CSS

I learned how to write syntactically correct HTML5 and CSS3, and how to create interactive web experiences with JavaScript.

Facebook & Instagram advertising

I completed digital marketing course on <https://imarketing.rs/> platform.