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PERSONAL

Name: Emrah Ponjević
Date of birth: 20.10.1999.
Place of birth: Bihac
Driving licence: B, B1, BE, D1, D1E, D
Languages: Bosnian, English, German, Slovenian

PROFESSIONAL SKILLS

Apple, Windows and Linux system management
Helpdesk, IT Support
Installation OS, Problem-Solving
In-person, phone and email technical support
Adobe Suite (Photoshop, Illustrator, etc.)
Figma, Webflow and Wordpress
MS Office (Word, Excel, PowerPoint, Access)
HTML / CSS / JavaScript
Arduino / Raspberry PI (programming)
Electronics (making electronic circuits)

INTEREST

↳ Programming
↳ Electronics, Mechatronics
↳ Web and Graphic design
↳ Building and customizing computers
↳ Gaming
↳ Home automation and smart devices
↳ Photography
↳ Traveling
↳ Sports

PONJEVIĆ EMRAH

WEB & GRAPHIC DESIGNER / WEB DEV
COMPUTER TECHNICIAN

ABOUT ME

Self motivated, team player with strong organizational and interpersonal skills.

Detailed IT specialist with years of experience providing excellent customer support to network users as well as troubleshooting technical issues. With expertise in a variety of security, networking and operating system softwares

Trusted administrative assistant with extensive experience and a degree in IT. Performed general office administrative duties as well as coordinated schedules, plans and daily operations for important corporate executives. Detail oriented and very well organized. Skills include a high degree of confidentiality, fast learner, quick thinker, appointment management, superb internal and external communication and advanced experience with MS Office (Word, Excel, Power Point, Access), Adobe (Photoshop, Illustrator), HTML, CSS, JAVASCRIPT, WEBFLOW, WORDPRESS, Installation (OS and drivers).

WORK EXPERIENCE

Graphic Designer

Freelancing

Nov 2014 - Current

I design logos, banners, brochures, and business cards with a keen eye for aesthetics and precision, ensuring that each visual accurately reflects the brand's identity and makes a lasting impression.

Technical Support

Ponjevic Tours d.o.o., Cazin

Jun 2018 - May 2022

Maintaining and updating client system software to latest specs to avoid potential faults and errors
Diagnosed problems caused by viruses, malware, and trojan horses

Machine Operator

Goodyear Slovenija, d. o. o., Kranj

May 2022 - Jun 2024

As an employee at Goodyear, my primary role involves ensuring the smooth operation of machines. With regularity and diligence, I work diligently to maintain and optimize their performance, contributing to the overall efficiency and productivity of the company.

Professional bus driver

Arriva Slovenija d.o.o.

Jun 2024 - Current

Experienced bus driver with a strong background in city, intercity, and tourist transportation. Successfully completed numerous domestic and international tours, ensuring passenger safety and comfort. Reliable, professional, and adaptable in various driving conditions.

Web designer/developer

Freelancing

Jul 2022 - Current

As a web designer and developer, I specialize in creating dynamic websites, engaging blogs, and functional e-commerce platforms. With my expertise, I bring together design and development skills to deliver visually appealing and user-friendly digital experiences that meet the unique needs and goals of my clients.

EDUCATION

Primary School

Primary School "Gornja Koprivna", Cazin

Sep 2006 - May 2015

I successfully completed nine years of primary school with outstanding achievement, earning straight A grades throughout. This accomplishment reflects my dedication to academic excellence and demonstrates my strong work ethic and commitment to learning.

High School

High School "Mješovita elektrotehnička srednja škola"

Sep 2015 - May 2019

I completed four years of high school as a COMPUTER TECHNICIAN, maintaining a stellar academic record with straight A grades. This accomplishment underscores my proficiency in computer technology and showcases my commitment to excellence in my studies.