



# Vanja Tomic

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## EDUCATION

**Singidunum University - Faculty of Media and Communications (Digital Arts Department)**

*2019 - present*

**Erasmus + Program - UI/UX Design**  
Sarajevo, Bosnia & Herzegovina

*March 2023*

**Erasmus + Program - Digital Marketing**  
Foligno, Italy

*May 2023*

## SKILLS

Figma  
Adobe Illustrator  
CapCut  
Canva  
Procreate  
Slack  
ClickUp - Trello  
Ms Office  
Google Workspace

## LANGUAGES

Serbian - Native  
English - Fluent  
Korean - Beginner

## ABOUT ME

As a passionate personal assistant with a focus on design and marketing, I am motivated to drive growth in these industries. My project management, team leadership, and organizational skills position me well for roles requiring effective management and admin skills. My diverse experiences in foreign settings have shaped my approach, and I aspire to create impactful work without borders!

## EXPERIENCE

### Virtual Assistant

*Private Attorney, Belgrade - August 2023 - Current*

- Managing Attorney's calendar and workload using ClickUp, ensuring a streamlined schedule and daily operations
- Assisting with client communication, focusing on English-speaking clients
- Spearheaded a system of data management, including sensitive client data complying with relevant procedures and laws

### Digital Marketing Intern

*Balkan Tube Space, Belgrade - September 2022 - December 2022*

- Played a key role in influencer marketing outreach and follow-up, including communicating with influencer partners; making and tracking shipments of branded products; and fostering a clear brand image according to brand standards
- Managed official TikTok and Instagram accounts by creating marketing strategies and dedicated content, fostering community engagement, and preparing analytics for further reports
- Actively participated in organizing and executing publicity events in the capacity of event manager's assistant

### Program Associate

*Erasmus Student Network, Belgrade - January 2019 - January 2020*

- Completed administrative duties, including keeping track of records, managing paperwork, and offering vital assistance for the effective execution of Erasmus projects, all of which improved the organization's overall effectiveness.
- Developed and implemented project plans to achieve project goals, including scope, timelines, and resource allocations; regular team meeting and project check-ins; and managed social media accounts by creating, editing, and posting content
- Created talent scouting initiatives, identifying and nurturing the skills and potential of youth members within the organization and collaborated with colleagues to create programs that encouraged students to apply

### Volunteer at Embassy of the Republic of Korea in Belgrade

*Embassy of the Republic of Korea in Belgrade - January 2019 - January 2020*

- Assisted in event management by communicating with venues, partners, and colleagues ensuring a smooth setup and kickoff
- Acted as a host, greeting high-level officials and other partners and guests fostering a professional but warm environment