

CV



Franka Jakoliš

Digital Strategist and Project Manager

Contact and Socials

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WORK EXPERIENCE

Project Manager and Digital Strategist

Cadissi, zajednički obrt za web dizajn i digitalni marketing, vl. Anthony Jurman i Franka Jakoliš

2021/09 - Present

cadissi.com

Cadissi is a web design and digital strategy company focused on improving clients' digital presence and functioning with new technologies.

Responsibilities

- Business strategy and key decisions for further business development
- Project management for internal projects and as a service
- Leading projects of implementing digital visibility and transformation
- Web infrastructure and optimization

Project Manager / Executive Assistant

Matrix Informatika j.d.o.o.

2020/08 - 2022/01 (1 year and 5 months)

instituteofideasandinventions.com

Custom software and website development company from Pazin, Istria, developing solutions for local and global clients.

Responsibilities

- Leading a small team on projects as a project manager
- Conducting business analyses and participating in major strategical decisions
- Leading operational work regarding internal business processes
- Maintaining communication between CEO and other employees

Copywriter / Social Media Assistant

Idoneus d.o.o.

2020/04 - 2020/08 (4 months)

idoneus.hr

A company that provides digital marketing solutions to its clients through MojKvart.hr platform or individually.

Responsibilities

- Writing PR articles for clients
- Creating social media plans for clients
- Designing visuals for social media

- Keywords research

Office Management Administrator

InstantOffice d.o.o.

2019/09 - 2020/09 (1 year)

instantoffice.hr

Virtual and physical offices for other companies, conference hall rental, event preparation and management.

Responsibilities

- Administrative work regarding clients in physical offices
- Maintaining administration for over 200 virtual offices
- Preparing conference rooms before and after events
- Sales and promotion actions

Information and Sales Agent via phone and social media

Iskon Internet d.d.

2017/11 - 2019/11 (2 years)

iskon.hr

One of the main telecommunications companies in Croatia, providing internet, TV and telephone services.

Responsibilities

- Answering clients' calls and emails / Facebook messages
- Sales actions towards current and potential new clients and contract signing
- Customer support and other administrative work

EDUCATION

Formal Education

Integrated undergraduate and graduate study of Management

Faculty of Economics & Business, University of Zagreb

Masters thesis: *"Analysis of the waterfall and agile approach to project management in the development of digital products"*

2017 - 2023 (5 years)

efzg.unizg.hr

Sports Gymnasium, Zagreb

2014 - 2017 (3 years)

XVI. Gymnasium, Zagreb

2013 - 2014 (1 year)

Informal Education

Introduction to CSS3

University of Michigan via Coursera.org

Introduction to HTML5

University of Michigan via Coursera.org

Digital business in media

Styria SCOOL: Academy

2021/10 - 2021/12 (2 months)

scool.styria.hr

SKILLS

- Project management
- Business Analysis
- Web design

Tools and program languages

- WordPress (Elementor, Oxygen, Woocommerce, Gutenberg)

- Digital Marketing
- Writing and Copywriting
- Teamwork
- Team leadership
- User Experience

Other

- Drivers licence B category

- HTML5 & CSS3
- Figma, Affinity Designer, Canva
- Social networks (LinkedIn, Instagram, Facebook)
- Project management tools (Jira, Asana, Trello, Productive, Notion)
- Google Tools, MS Office
- Conference Tools (Google Meet, Zoom, MS Teams)
- Experience with SAP and CRM systems

VOLUNTEERING

Digital Strategist and Marketing Team Coordinator

Project Management Institute - Chapter Croatia

2021/11 -

pmi-croatia.hr

Mentee

Change Institute, Mentoring Byte

2020 - 2021 (6 months)

mentoringbyte.com

Marketing Team

eStudent Association

2018 - 2019 (1 year)

estudent.hr

ACKNOWLEDGEMENTS

PMI Young PM Award

Award for promising young PMs under 35 years old for contributing to the development of the project manager profession

Based on the project - Digital Strategy for PMI Croatia Chapter

2022/12

Styria SCOOL: Academy

Best Project Award - Relaunch of the "From Head to Toe" category on Njuškalo

Best SCOOL: Academy attendee- Selected by other participants of the Academy

2021/10 - 2021/12 (2 months)

[More details about this program and results](#)

University

10% of the most successful students in the study program

2017 - 2021 (4 years)

Volleyball / Beach Volleyball

Younger categories, Cadet, Junior and Senior National Championship gold medalist, member of the Cadet and Junior National Team in Volleyball and Senior National Team in Beach Volleyball

2009 - 2019 (10 years)