

## CURRICULUM VITAE

### Personal Information

Name	Biljana Proeska
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Nationality	Macedonian
Date of Birth	08.01.1977
Gender	Female
Academic Title	Master's Degree

### Work Experience

• Dates (from - to)	2023 – Present
• Name and address of employer	University of Tourism and Management in Skopje
• Type of business or sector	Higher education
• Job Title	Public Relations
• Main activities and responsibilities	• Manage media relations and press releases • Develop and execute PR campaigns • Coordinate university events and conferences • Monitor and analyze public and media perceptions • Collaborate with faculty and staff on communication strategies • Develop promotional materials • Foster relationships with industry partners and stakeholders • Organize and participate in education fairs and recruitment events
• Dates (from - to)	2009 - 2014
• Name and address of employer	Naum Naumovski Borce, Krusevo
• Type of business or sector	Secondary Education
• Job Title	Secondary School Principal
• Main activities and responsibilities	• Managed school operations and staff • Developed and implemented educational programs • Ensured compliance with standards • Fostered a safe learning environment • Engaged with students, parents, and the community
• Dates (from - to)	2001 – 2023
• Name and address of employer	Naum Naumovski Borce, Krusevo
• Type of business or sector	Secondary Education
• Job Title	Macedonian Language and Literature Professor
• Main activities and responsibilities	• Taught Macedonian language and literature courses • Developed curriculum and lesson plans • Assessed student performance • Advised and mentored students • Organized departmental activities

### Education and training

• Dates (from – to)	2010 – 2011
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• Name and type of organization providing education or training	University of Tourism and Management in Skopje Faculty of Tourism
• Principal subjects / occupational skills covered in the training	Marketing and Public Relations
• Assigned title	Master (MSc) in Public Relations
• Level in national classification	VII/2
• Dates (from – to)	1996 – 2001
• Name and type of organization providing education or training	University of “St. Cyril and Methodius”, "Blaze Koneski" Faculty of Philology Macedonian Language and Literature
• Principal subjects / occupational skills covered in the training	Macedonian Language and Literature
• Assigned title	Professor of Macedonian Language and Literature
• Level in national classification	VII/1