

Nikola Kitanovic

PC technician, Stock guy, Social associate, Security officer -
Chicago, United States

W: <http://www.worky.com/nikola-kitanovic>

Nikola Kitanovic's Professional Experience

2009 - Present **Disney Store - Cast Member**

Supervising and assisting in training other employees
Shipping and Receiving Operations
Sales Associate interacting with guests on stage
Replenishment of product on stage and backstage

Key Skills Customer Service, Shipping and Receiving (Stock), Supervising other employees

2002 - 2008 **Self Employed - Computer Technician**

Traveled to customers homes and performed different tasks to optimize PC's performance
Virus, spyware and malware prevention and removal
Installed Microsoft Operating Systems
Performed data backup and recovery
Installed and removed software
Troubleshoot software and hardware

Key Skills Data backup, Pc maintenance, PC optimization, Software Installation

2006 - 2007 **Light Christian Center - Administrative Assistant**

Data entry and typing 70WPM
Maintained and configured office computer equipment
Performed Oral and Written translations in English/Serbian
Lead and assisted in community outreach programs
Sunday school teacher

Key Skills Fast typing, Non-profit work, Office organization, translating

2004 - 2005 **Leskovac Health Center - Office Clerk / Office Assistant**

Entered financial data
Processed bank deposits and withdrawals
Processed documents and inventory
Troubleshoot PC problems
Various clerical and Computer Technician duties

Key Skills Clerical work, Fast typing

2002 - 2004 **Cyber Café's - Customer Service / Computer Technician**

Traveled between three café's
Maintained and administered up to 35 computers at any given period
Performed software installation and optimization
Processed computer usage charges
Provided customer service and training

Key Skills Customer Service, Pc maintenance, Software Installation, Supervising other employees

Nikola Kitanovic's Education and Qualifications

College Level -

College of Business and Commerce:

2 years of training
Focus on business and economy
Language skills: English, Serbian, Croatian, Bosnian, Macedonian

Security training:
Completed Basic Training under Section 25-20 for a Security Contractor Agency

Nikola Kitanovic's Additional Information

Languages

Serbian - Fluent

Croatian - Fluent

Bosnian - Fluent

Interests

Computers

Electronics Associate/Consultant

Entertainment industry

Non-profit/Children's aid

General Office/Customer Service

Security

Retail/Stock
