



PERSONAL DETAILS

LOCATION

Samobor, Croatia

PHONE

+385 98 940 2417

EMAIL

ivan.vojvoda15@gmail.com

DATE OF BIRTH

25 January 2007

DRIVING LICENCE

Category B

LANGUAGES

CROATIAN

Native language

ENGLISH

Good spoken and written proficiency

DIGITAL SKILLS

- GoHighLevel (GHL)
- Canva
- Word and PowerPoint
- Excel and Google Sheets
- Google Docs
- CapCut
- ChatGPT and AI tools

PERSONAL SKILLS

- Communication
- Organisation and initiative
- Teamwork
- Responsibility and discipline
- Fast learner

Ivan Vojvoda

MARKETING ASSISTANT

Motivated entry-level digital marketing professional with hands-on experience in website management, content publishing and data organisation. A fast learner who takes ownership of tasks and collaborates reliably with teams and clients.

WORK EXPERIENCE

2026 - Present

Marketing Assistant | System Marketing House

- Contribute to the creation, editing and maintenance of websites.
- Use GoHighLevel (GHL) and support digital workflows.
- Prepare, edit and publish content for clients and social media.
- Organise data and create working spreadsheets in Excel and Google Sheets.
- Use ChatGPT and other AI tools in day-to-day work.

EDUCATION AND TRAINING

2026 - Present

Digital Marketing | Algebra

Professional training in digital marketing.

2022 - 2026

Economist | School of Economics, Trade and Hospitality, Samobor

ADDITIONAL EXPERIENCE

School Marketing and Instagram

- Managed posts, communication and the school's visual identity on social media.

Creative and Business Projects

- Created posters, promotional visuals and presentations, and helped structure business plans.

Assistant Coach at a Real Madrid Camp

- Worked with children and athletes while strengthening communication, responsibility and teamwork.

ADDITIONAL INFORMATION

- Completed training in cupping therapy.
- Won national medals in athletics, football and cross-country running.
- Named Athlete of the Generation in Samobor and Best Athlete of Zagreb County for 2021/2022.