


PERSONAL INFORMATION

Spela Tezak

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 [Spela.tezak](#)

Sex Female | Date of birth 17/11/1988 | Nationality Slovenian

WORK EXPERIENCE

September 2018 - ongoing

Marketing Associate

Webster Property Services, London E1W 1AF, United Kingdom

Property presentation, digital marketing activities

Business or sector: Real estate, Marketing

December 2017 - June 2018

Producer & Group leader

The Guerrilla Experiment 02 - The Sunset Momentum; CET Platform Society, Floorplay, Filip Koludrovic Photography and local community of Ptuj

Design of a weekend experience to show the very best of Ptuj, Slovenia. A new concept for travelers and tourists, based on local talent and curated by international team; event production, talent search, travel logistics and evaluation

Business or sector: Boutique tourism, Branding, Fashion, Electronic music, Art history, Travel

November 2017 - October 2018

News Reporter and Photoreporter

Ptujinfo.com, Mariborinfo d.o.o., Kraljevic Marka ulica, Maribor, Slovenia

Local and global news, Festival reports, Youth, Culture, Lifestyle and Travel, Instagram management

Business or sector: Press, Online news

July 2017

Youth Leader and Mentor at Mind My Business Project

Društvo kreativne mladine, Murska Sobota, Slovenia

International Youth Exchange under Erasmus+ Program

Business or sector: Creative expression, Media Literacy, Youth Work, Non-formal education, Human Rights education

Spring 2017

Producer & Group leader

The Guerrilla Experiment 01 - Funky Guerrilla; CET Platform Society, CB Medija and FG Grupa, Bosnia and Herzegovina

Advertisement campaign for Funky Guerrilla. Campaign design, styling, social media, talent search, travel logistics, and evaluation

Business or sector: Digital media, Branding, Fashion, Travel, Erasmus+

December 2016 – October 2017

PR and Communications specialist

Funky Guerrilla, FG Grupa, Banjalučki put 92, Gradiška, Bosnia and Herzegovina

Planning and coordinating communications, digital video production, preparation of materials for shops, social media (FB/IG)

Business or sector: Fashion, social entrepreneurship, Social media

August 2016

Youth Leader at Mind My Business Project

Društvo kreativne mladine, Murska Sobota, Slovenia

International Youth Exchange under Erasmus+ Program

Business or sector: Creative expression, Media Literacy, Youth Work, Non-formal education, Human Rights education

March 2016 – July 2018

PR specialist and Event planner

The Legend Pub, Murkova 6, Ptuj, Slovenia

- Planning of small and big events within the programme, coordinating events and artists, communications, hosting, and concept design
- Business or sector** Entertainment, Night life, Wine tasting, Private events, Vinyl, Jazz and Hosuse music sessions, Art festival after parties

January 2016 – August 2017

Trainer

Udruzenje Most, Trg slobode, Gradiska, Bosnia and Herzegovina

- Programme design and session delivery (communications and media) at Social Entrepreneurship for Social Change, project funded by Erasmus+ Program
- Business or sector** Youth work, Non-formal education

December 2015 – ongoing

President, Youth worker, Trainer

Drustvo CET Platforma, 5. Prekomorske 21, 2250 Ptuj, Slovenia

- Administration work, project design, coordinator of regional activities within CET Platform Network

Business or sector Youth work, Communications, Non-formal education, Event management

November 2015 – May 2016

Event Producer and Founder of Ptuj Fashion Night Out

Murkova non-formal initiative, Murkova ulica, Ptuj

Designing event to wake up the empty street in the heart of Old Town and promote the various talents and businesses from the street with purpose to enlarge businesses and invite citizen of Ptuj to its beautiful town centre.

Business or sector Fashion, event production, digital media, PR

September 2015 – August 2016

Local coordinator & Event Planner

Udruga mladih Forestland, Pleskovec 29, Lopatinec, Croatia

- Business assistance in Slovenia, coordination of promotional activities in Slovenia, assistance at the festival in Croatia

Business or sector Entertainment, Communications

August 2015 – August 2016

PR specialist and Artist agent

Reflexible Music Management, Drustvo AM PM, Jaksiceva 2, Ljubljana, Slovenia

- PR activities for artist TIMO G and his brands, communication with clients, coordination of artist's work

Business or sector Entertainment, Electronic music

December 2011 - ongoing

Tour Guide and Tour Manager

Supra Travel, Supra skupina d.o.o., Kajuhova 71, Slovenska Bistrica, Slovenia

- PR activities for artist TIMO G and his brands, communication with clients, coordination of artist's work

Business or sector Tourism, Youth, Night life and Festivals

EDUCATION AND TRAINING

2003 – 2007

High School Graduate

Replace with EQF (or other) level if relevant

Gimnazija Ptuj, Volkmerjeva 15, 2250 Ptuj, Slovenia

- Slovenian language, English language, Mathematics, Geography, Art History

PERSONAL SKILLS

Mother tongue(s)

Slovenian language

Other language(s)	UNDERSTANDING		SPEAKING		
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C1	
High school graduation					
Bosnian	C2	C2	C2	C1	
Croatian	C2	C2	C2	C1	C1
Russian	A2	B1	A2	A1	A1
Serbian	C2	C2	C2	C1	C1
Spanish	B1	B1	B1	A2	

Communication skills

- Good communication skills gained through my experience as PR specialist,
- Able to give interview/statement at TV and radio in several languages,
- Press release writing in several languages,
- Communication through Facebook, Instagram, able to use media during implementation of activity,
- Able to express thoughts, opinions, emotions and initiatives using several languages,
- Familiar with various communication styles in international setting,
- Able to use words and expressions from most of European languages,
- Communicating respectfully and with sense of understanding of different cultural backgrounds,
- Social Media management, community activities and campaign planning.

Organisational / managerial skills

- Leadership (guiding groups of 50 people, coordinating work of artists at festivals and events),
- Management of artist (coordinating their work, production activities, performances, financial activities),
- Good team player in the international setting,
- Analytic skills (graphs, statistics, social media insights),
- NGO and event management (administration, navigating through the deadlines, project design, risk management, time management),
- Able to work under high pressure and take decisions in stressful situations,
- Able to work in multilingual groups,
- High tolerance and respect towards team members,
- Managing various social media accounts,
- Following holistic approach in education.

Job-related skills

- Good team leader
- Good communicator
- Open and friendly person
- Able to work in the international setting

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Proficient user	Proficient user	Independent user	Proficient user

Levels: Basic user - Independent user - Proficient user

[Digital competences - Self-assessment grid](#)

- good command of office suite (word processor, spreadsheet, presentation software),
- good command of Adobe Lightroom photo editing software gained as an amateur photographer,
- good command of Facebook and Instagram applications gained through professional and amateur experiences,

• good command of Canva application for graphic design.

- Other skills
- documentary photography,
 - event photography,
 - digital photography,
 - basics in coaching,
 - Erasmus+ project writing.

Driving licence B

ADDITIONAL INFORMATION

- Publications
 - Presentations
 - Projects
 - Conferences
 - Seminars
 - Honours and awards
 - Memberships
 - References
 - Citations
 - Courses
 - Certifications
- Tour Manager licence, issued by the Chamber of Commerce in Slovenia, 2010
 - European Youth Work Academy, Training on Management, Leadership and Training delivery, December 2015 – April 2016, Belgrade, Serbia
 - Social Entrepreneurship for Social Change, Training on idea design and Communication tactics for social economy enterprises and NGOs, April 2016 – August 2017, Bosnia and Herzegovina and Italy
 - Mind My Business, Training on digital media and mobile video production, July 2017, Slovenia
 - Project Lab III, Training on inclusion of youngsters with fewer opportunities, March 2018
 - EUth Magazine, mentoring the media production, July - August 2018, Canary Islands, Spain, EUth.ml
 - Italian Civic Service, december 2016 - november 2017, Bosnia and Herzegovina
 - Erasmus for Young Entrepreneurs, mentorship program, September 2018 - January 2019, United Kingdom