

## MIRJANA ZORICH

### OBJECTIVE

Observant, creative, analytical thinker seeking opportunities to reenter the web industry. As a web designer, my objective is to make a positive impact on clients, management and co-workers, utilizing my skills and experience to design useful, usable and attractive websites. Experienced with WordPress and Elementor. Strong attention to detail, and well-developed time-management skills.

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### SKILLS & ABILITIES

- WordPress
- Elementor
- Responsive Web Design
- Working knowledge of Adobe Photoshop, Adobe Illustrator, HTML, CSS, SEO and JavaScript
- Working knowledge of C-panel
- Perceptive UX Solution
- Microsoft Word, PowerPoint, Google Gmail for business, and Outlook
- Excel, Google Sheets
- Slack, Microsoft Teams
- Agile trained
- Able to multitask while remaining organized

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### PROFESSIONAL EXPERIENCE

#### **Accounts Payable Specialist, Voyant Communications**

October 2018 - February 2020

- Performed all accounts payable duties across 5 domestic and international business units
- Reconciled vendor statements, researched and corrected discrepancies
- Queried data and prepared analyses of accounts
- Assisted in monthly closing

#### **Accounting Technician, Prepare-Enrich/Thrivent Financial**

February 2017 - April 2018

- Managed the full-cycle accounting activities for the company, which grew to over \$4.5M in annual revenue
  - Processed invoices, credit cards and PayPal deposits
  - Performed bank and PayPal reconciliation
  - Processed Amazon orders and payments
  - Processed royalties and commissions for domestic and international customers
  - Initiated electronic payments – wire transfer
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- Assisted with end of month closing
- Daily used of several different databases and maintained variety of spreadsheets

**Web Designer/Accountant, Altek Computer Inc.**

July 1998 - November 2015

- Designed custom commercial and personal websites including typography, color graphics, animations, buttons, etc.
- Designed custom logos
- Managed digital design projects and worked with clients to manage expectations and the status of projects
- Worked closely with a back-end developer
- Managed all aspects of professional website design focusing on site navigation and information architecture of websites
- Delivered a wide range of web services such as web editing, flash pages, interface design
- Testing
- Post-deployment and maintenance of websites
- Prepared images for email marketing
- Was responsible for the full Accounting Cycle for Altek Computer
- Communicated professionally and effectively with all clients, vendors, and outsourced Financial Departments

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EDUCATION

**Responsive Web Design Certification  
by freeCodeCamp**

Issued March 24, 2022

**SEMrush SEO Crash Course Certification  
SEMrush SEO Fundamentals Course Certification  
by SEMrush Academy**

Issued August, 2023

**Fundamentals of digital marketing Certificate – in progress**  
by Google

**Intuit QuickBooks Certified User**

**Certified Accounting Technician**  
Accounting and Business School of the Rockies, Denver, Colorado

**Economics Major with a Business Concentration**  
School of Economics and Business, Sarajevo, Bosnia and Herzegovina

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