



Hana Belladonna Meško

CONTACT

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ABOUT ME

Hard-working, motivated and assertive. Creative and proactive. I pay close attention to detail and focus completely on the task at hand. I am a problem-solving personality who thrives in challenging situations. Always eager to keep growing and evolving, constantly developing new skills and abilities.

SKILLS

- voice acting
- administrative skills
- management skills
- leadership skills
- communication skills
- customer service
- translation
- creative writing
- public speaking
- proficient computer skills

LANGUAGES

Mandarin Chinese - HSK 5
English - Fluent
German - Fluent
Italian - Basic
Croatian - Basic
Spanish - Basic

EDUCATION

University of Ljubljana

Bachelor of Arts (BA) Sinology

Ludwig-Maximilians Universität München

A year abroad (Munich) studying Sinology,
Culture and Linguistics 2013/2014

Art Gymnasium Nova Gorica, Fine Arts

Graduated in June 2013 and obtained 21
points in the matura exam.

Secondary School of Pharmacy, Cosmetology and Health Care

Cosmetology Technician, Ljubljana
2008/09-2009/10

Primary schools

OŠ Antona Šibelja-Stjenka, Komen,
2001/02-2004/05
OŠ Trnovo, Ljubljana, 2005/06-2007/08
QSI (Quality Schools International),
Ljubljana, 1999-2001

Music School

Primary Music School Sežana (piano),
Komen, 2001/02-2004/05
Primary Music School Vič-Rudnik (piano),
Ljubljana 2005/06-2007/08
Further music education at the private
piano school Jurka, Ljubljana 2008/09

WORK EXPERIENCE

Konverzija d.o.o. | 2021 - 2023

Voice dubbing, modeling in commercial videos, German and Slovenian customer support, website administration, translations, social media, research online, various administrative tasks.

Confucius Institute Ljubljana University of Ljubljana | 2016 - 2020

Various administrative tasks, organizational tasks, content creation, event organization, e-mailing, social media managing, copywriting, meeting minutes taking, keeping track of inventory, events photography, invoicing and various other tasks.

Na Zvezi d.o.o. | 2016 - 2017

Customer support for German-, English-, Italian- and Croatia- speaking customers. Translation and interpretation in those languages.

Ganeta d.o.o. | January 2016

Customer support and counselling in clothing store.

Muzej in galerije mesta Ljubljana | September -December 2015

Archaeological excavations.

CDE Nove Tehnologije | November -December 2014

Customer support and counselling in call center for mobile company and insurance company.

Šola Engaruka | October - December 2014

Teaching German: Group classes and individual lessons. Working with adults and children.

Mesko Übersetzungsdienst | 2013 - today

Translation, interpreting. Language combinations: EN-DE, DE-EN, SI-DE, DE-SI, SI-EN, EN-SI. Language teaching (Slovenian lessons to German speakers) via Zoom.

STO München | May 2014

Assistance at the opening of the European Week in Augsburg - promotion of Slovenia, office assistance.

Das Euro-Trainings-Centre e. V., Take off - IdA | April 2014

Teaching Slovenian language and language course leading.

Le Cousiniers | October 2013

Work in the kitchen and customer service.

Irena Japelj Beauty Salon | April 2010

Receptionist work, communication with customers, facial care, pedicure, massage, depilation.

THEATER EXPERIENCE AND OTHER EXPERIENCE

Trite Institute | 2020 - today

Regular poetry and theatre performances, public speaking, workshop facilitation (fine arts, poetry workshops), social media, e-mailing, PR, dresser and various other tasks as a volunteer.

Cultural Management Summer School, SEBLU | 2023

Active participation in the program awarded with certificate of completion.

Chinese Culture Studies Program for Global Youth Beijing Normal University | 2020

Active participation in the program online awarded with certificate of completion. Theme: Oriental Wisdom in the Context of Coronavirus Pandemic.

Transformer Academy of Theatre of the Oppressed (TAGZ), Theatre on the Streets for Social Change | 2020

Training in theatre techniques and in group leading. Active participation in the program awarded with certificate of completion.

Študenteater 6.0 | 2020 - 2021

Training in theatre techniques.

Confucius Institute Novi Sad | 2018

Chinese Tea Ceremony Training

Shanghai Summer School | 2016

Active participation in the program awarded with certificate of completion.

Association of Young People for the Protection of Nature (LBV, NAJU,) Munich | 2013

Training course for group leaders "Co-operative games" in the field of experiential pedagogy. Active participation in the program awarded with certificate of completion.