

Contact

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Top Skills

Project Management
Microsoft Office
Interpersonal Skills

Jedrt Mikelj

Master student SEBLU | Co-manager of vacation apartment rentals in Bohinj | Project Assistant at Arctur
Slovenia

Summary

In 2022, I graduated with a Bachelor's degree in Tourism from the School of Economics and Business at the University of Ljubljana. Currently, I am a Project Assistant at Arctur's Tourism 4.0 office, where I focus on European projects aimed at promoting innovation in tourism and the Tourism 4.0 paradigm.

Over the past seven years, I have gained diverse experience in administration, hospitality, and destination management. Additionally, I manage our family's vacation apartments in Bohinj, ensuring high guest satisfaction.

While at the University of Ljubljana, I also participated in the international exchange tutor program (SEBuddy), helping exchange students adapt to their new environment. I was also a team leader for the said international exchange tutor program for two years.

I am an open-minded individual with a passion for different cultures and arts. I excel at multitasking and thrive in diverse work environments, always eager to take on new challenges and contribute to the growth of the tourism industry.

Experience

Arctur
Project Assistant
January 2024 - Present (6 months)
Ljubljana, Slovenia

Apartmaji Pavc
Manager
July 2019 - Present (5 years)
Bohinj, Slovenia

Managing of bookings (via Booking, Airbnb or our own website),
communication with guests, social media posts

Turizem Bohinj

Marketing Assistant

June 2021 - March 2024 (2 years 10 months)

Bohinj, Slovenia

Social media updates and posts, editing of bohinj.si website in WordPress and Elementor (also building a new version of the said website), WooCommerce.

Social media management of Instagram profile @lakebohinj

University of Ljubljana, School of Economics and Business

International Office Assistant

January 2022 - November 2023 (1 year 11 months)

Help with incoming students, being head tutor for international students leading a group of tutors. Help with outgoing students' administration.

Help with the Ljubljana Summer School organisation and administration.

Education

University of Ljubljana, Faculty of Economics

Master's degree, Tourism · (October 2022 - September 2025)

University of Ljubljana, Faculty of Economics

Bachelor of Business Administration - BBA, Tourism · (October 2019 - June 2022)

Gimnazija Kranj

High School Diploma · (September 2015 - June 2019)