



ASJA SARDELIC

MASTERS OF BUSINESS ADMINISTRATION STUDENT

Professional Experience

Graduate Assistant for Civic Engagement at RIT CLCE

Rochester NY, United States | August 2021 - Current

- Supporting the development and execution of campus-wide civic engagement programming (Into the Roc, ROAR the Vote, Community Service Fair, and Alternative Spring Break). Working closely with staff and Leadership Scholars to create, track, and evaluate office programs.
- Supporting affiliated student groups as they work to have a successful semester.
- Attending employee development courses and workshops

Human Resources Intern at FIVE (Pet minuta d.o.o.)

Zagreb, Croatia | Jul 2020 - Aug 2020

- Seven-week remote internship
- Worked on a research project covering various HR processes
- Learned about recruitment, onboarding, feedback, mentoring, objectives & key results (OKR), perks & benefits, and internal communication

Peer Mentor at RIT Croatia (Part-time student job)

Zagreb, Croatia | May 2019 - Aug 2019

- Facilitated weekly group sessions focused on various issues to help groups and individual students from Rochester, New York, USA
- Organized fun activities while the group was in Zagreb

Assistant at ATLAS plus d.o.o.

Zagreb, Croatia | May 2016 - May 2018

Assistant in marketing and accounting departments (Part-time student job)

- Learned to work in teams, with clients, and partners
- Managed the invoice processing department by myself when my mentor was absent
- Compiled comprehensive lists describing product and service offerings.
- Updated web pages and social media profiles to reflect proactive strategies and engage customers
- Completed efficient on-boarding of new customers, including creating profiles, defining lists, and uploading data

Education

Rochester Institute of Technology

Masters of Business Administration (MBA) | Aug 2021- December 2022

3.89 GPA

- STEM Path
- Relevant Courses: Lean Six Sigma Fundamentals, Data Analytics and Business Intelligence, Corporate Social Responsibility & Business Ethics, Project Management

BS in Business Administration - International Business | Sep 2016 - Dec 2020

- Minors in Management and Spanish
- Attended "Start-me up Academy" workshops for entrepreneurship and earned a certificate

Details

Email: asjasard@gmail.com

Phone: (585) 491-5505

Executive Profile

Graduate student with a passion for new challenges and experience in working with people. Looking to share my creativity with others, to work on new ideas, and to be a part of a great team. Outgoing person adept at working with colleagues and customers of all backgrounds. Team builder and clear communicator with strong problem solving and planning skills.

Skills

- Adaptability
- Analytical skills
- Interpersonal
- Time management
- Microsoft Office
- Minitab
- Social Media
- Tableau

Languages

Croatian • English • Spanish