

Jadranka Sweeting
"Sweet Maintenance"
OWNER | President
Preventative Maintenance
Corporate | Residential
Prevention Since 2014



~ EDUCATION ~

- [future cortication] CEG Dealer School (Black Jack, Dice, Roulette), Las Vegas, Nevada.
- [certified] COLLEGE of Banja Luka, Faculty of Economics, 2012 Scholars Graduate.
- [certified] HIGH SCHOOL of Banja Luka, Economics High School, 1987 Scholars Graduate.

~ EXPERIENCES ~

- [2023-current] Sales Associate, Banana Republic Venetian Palazzo, Las Vegas, Nevada
- [2014-current] Owner / President – SWEET MAINTENANCE, LLC., Sarasota, Florida
- [2019-current] Regional Sales Manager – VOX STUDIO ASSOCIATES, Sarasota, Florida
- [2018-2020] Property Maintenance Manager – COVE ELFIN, Elfin Cove, Alaska
- [2011-2013] Audio Operator – AUDIOTEX, Banja Luka, Bosnia
- [2008-2011] Office Manager – TELEKOM SLOVENIA, Banja Luka, Bosnia
- [2005-2008] Office Manager – BLIC.NET, Banja Luka, Bosnia
- [1996-2005] Office Coordinator, Interior Designer – BONEL, Banja Luka, Bosnia
- [1987-1996] Sales Agent, Regional Sales Manager – BOROVO, Banja Luka, Bosnia

~ LANGUAGES ~

- [1969-current] Bosnian
- [1969-current] Croatian
- [1969-current] Serbian
- [1980-current] English

~ SKILLS & COMPETENCY ~

- (30+years) (*World Traveler*) – Student Mentor / Sales Ninja / Guest Services / Humanitarian Skills: Highly proficient in sales communication skills: accountable, accurate, classy, dependable, diligent, disciplined, educated, fast-learner, follows orders and directions well, polished, precise, persistent, punctual, reliable, self-starter, trust-worthy; and most importantly, approachable and coachable.
- (20+years) (*Owner's Rep.*) – Customer Service Relations: Commissioned to represent Homeowners as an Agency Representative, with regards to Home / Audio-Visual /technical crews ranging from Commercial to Residential properties.
- (9+years) [*Owner / President / Operator*] – Quality Control Manager: in charge of multiple Commercial, Corporate & Residential maintenance & housekeeping contract accounts.
- (4+years) [*Office Manager*] – Quality Control Manager: in charge of Accounts Payable/Receivable for medium-to-large-scale Commercial & high-end Custom Residential home-design firm.
- (12+years) (*Owner's Rep.*) – Customer Service Agent: Handling & Managing Affluent customers ranging from a variety of worldly-spoken languages.
- Fluent in Mathematics & Computer literacy based software including: Internet Security, PC & MAC Windows, Outlook, & ALL Microsoft & Adobe Products.

~ REFERENCES ~

Paul E. Carson, M_Arch, AIA - **Vox Studio Associates** - Sarasota, Florida

*Contact: 941.217.0129

Tristan Tanner - **NATO Equipment Suppliers** - Baltic, Connecticut

*Contact: 727.326.7900

Sophia Gajic, Sarasota, Florida

*Contact: 941.706.6965

Phillip Hall – **SHIPHAWK software specialists** - Sarasota, Florida

*Contact: 941.806.7581

* Additional Business, Travel, Professional experiences, and online presence available upon request.

** If you wish to hire me as a top candidate, please feel free to contact me directly. Please & thank you!