



## Curriculum Vitae

Personal information **Gaspar Kovac**

Work experience

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### **Apr 2021 – Present**

#### **Vice-President**

*Društvo Atopijski Dermatitis (Atopic Dermatitis Association), Ljubljana, Slovenia*

- Strategic leadership of the national patient association for atopic dermatitis.
- Development and management of the association's website and online presence.
- Planning, coordination, and implementation of digital projects, including:
  - **Monthly Support Groups** providing peer and expert support.
  - **Atopic Expo**, a major patient event with expert lectures, workshops, and consultations.
  - **Atopic Pro**, accredited professional training for healthcare providers.
  - **KATIS Programme**, workshops for teachers on supporting children with atopic dermatitis.
  - **Dermatology Consultations** organised nationwide with specialist input.
  - **HealthCare Dictionary**, a multilingual online glossary on atopic conditions.
  - **Educational Webinars** such as *Atopic Dermatitis is a Way of Life*.
  - **Workshops at Debeli Rtič health resort**, focusing on coping techniques and patient rights.
- Led creation of the online store *kipota.com*.
- Developed the multilingual digital literacy platform *Atopic Dictionary (atopic-dictionary.com)*.
- Designed and executed online marketing campaigns (social media, Google Ads).

### **Jan 2018 – Dec 2020**

#### **Web Production Manager / Project Manager**

*Imode d.o.o., Ljubljana, Slovenia*

- Supervised task scheduling and coordinated web production.
- Managed client communication, project documentation, and planning.
- Provided expert and technical support for designers and developers.
- Delivered employee training sessions on web tools and workflows.
- Supported development in WordPress and CS-Cart platforms.
- Organised digitalisation workshops under DIH Slovenia (vouchers programme):
  - Digital competencies, digital marketing, and digital strategy.
- Planned and managed online advertising campaigns across Facebook, Instagram, and Google Ads.

### **Apr 2018 (short-term)**

#### **Lecturer – Seminar on Multimedia in Education**

*Center RS za poklicno izobraževanje, Ljubljana, Slovenia*

- Conducted seminar as part of OP20.00672 programme.
- Delivered Module 3: *Use of Multimedia in Education*.

### **2014 – Present**

#### **Lecturer / Instructor – Multimedia Programmes and Web Production**

*Inštitut in akademija za Multimedije, Ljubljana, Slovenia*

- Courses taught:
  - *Multimedia Programs* (Adobe After Effects, Photoshop, Illustrator, InDesign, XD).
  - *Media Technologies* (computer systems, networks, protocols, hardware/software).
  - *Introduction to Web Production* (HTML, CSS, JavaScript, PHP, Python, Django, MySQL, WordPress, OpenCart, Figma, Sketch).
  - *Multimedia Practicum* (web design, programming basics, web marketing, social media).
- Provided hands-on training in digital tools and platforms.

### **2010 – 2017**

#### **IT Specialist and Web Developer**

*Zavod za vzgojo in izobraževanje Logatec, Logatec, Slovenia*

- Provided IT support, website creation, and hardware/software maintenance.
- Managed Windows servers and supported end users in MS Office/Windows.
- Developed and maintained custom PHP web applications.

### **2009 – 2010**

#### **Trainer – IT Skills**

*SmartNARIS d.o.o., Ljubljana, Slovenia*

- Conducted training in MS Office, Windows, and basic computing.
- Delivered courses from beginner to advanced levels.

### **2007 – 2010**

#### **Trainer – IT and Multimedia Skills**

*Micro Team d.o.o., Ljubljana, Slovenia*

- Delivered ECDL exam preparation and training in MS Office (2003/2007).
- Conducted IT workshops for companies and individuals.

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**2008 – 2009**  
**IT Trainer & Technical Support**

*Kompas Xnet d.o.o., Ljubljana, Slovenia*

- Organised workshops and delivered MS Office/Windows training.
- Provided technical support for corporate clients.

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**2007 – 2008**  
**IT Support Technician & Trainer**

*TemmaX d.o.o., Ljubljana, Slovenia*

- Provided in-house IT support and managed servers.
- Conducted IT training sessions (MS Word, Excel, Project).
- Designed promotional materials (flyers, labels, passes).

## Education and training

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**Oct 2010 – Jul 2012**  
**Bachelor of Arts in Media Production Management**

*IAM-CMPM / Middlesex University, London, United Kingdom*

- Degree level: 6/2
- Subjects covered: Media production management, project management, multimedia workflows, digital communication strategies.

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**Oct 2008 – Jul 2010**  
**Media Production Engineer**

*Inštitut in akademija za Multimedije, Ljubljana, Slovenia*

- Degree level: 6/1
- Subjects covered: Media production technologies, digital media design, programming, multimedia project execution.

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**Sep 2001 – Jun 2005**  
**High School Diploma (Gimnazija)**

*Gimnazija Jožeta Plečnika, Ljubljana, Slovenia*

- Degree level: 5
- Subjects covered: General education curriculum including languages, mathematics, natural sciences, and humanities.

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**2016 – 2018 (completed June 2018)**  
**Certificate of Professional Training for Educational Professionals (OP20.00672)**

*Center RS za poklicno izobraževanje, Ljubljana, Slovenia*

- Programme: Strengthening the Competencies of Educational Professionals in the Field of Leading an Innovative Educational Institution.
- Modules completed:
  - *Persuasive Presentation* (0.50 points) – June 20, 2017
  - *Success in the Classroom through Confident Presentation and Culture of Dialogue* (0.50 points) – June 20, 2017
  - *New Insights and Methods in Adult Education* (1 point) – November 24, 2017
  - *Me, the Teacher* (1 point) – June 15, 2018
  - *Innovative Learning Environments and the Role of the Lecturer in Innovative Learning Environments* (1 point) – September 3, 2017

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**2007 – 2010 (modules completed during employment)**

**ECDL – European Computer Driving Licence**

*ECDL Slovenia, Ljubljana, Slovenia*

- Modules completed:
  - Module 1: Concepts of IT – Computer Essentials
  - Module 2: Using the Computer and Managing Files – Windows
  - Module 3: Word Processing – Word
  - Module 4: Spreadsheets – Excel
  - Module 5: Databases – Access
  - Module 6: Presentations – PowerPoint
  - Module 7: Information and Communication – Internet
  - Advanced Module 3: Advanced Word Processing – Word
  - Advanced Module 4: Advanced Spreadsheets – Excel

## Additional information

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**Publications**

No publication

**Projects**

Already mentioned in work experience

**Memberships**

No memberships

**Other Relevant Information**

I am a patient representative