

PERSONAL INFORMATION

Nataša Lučić



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Sex Female | Date of birth 01/11/1994 | Nationality Montenegrin

WORK EXPERIENCE

20/07/2017–Present

Team Member in Incoming Exchange

Local Committiee Zagreb, Zagreb (Croatia)

- Responsible for accommodation, opening a bank account, and any request of interns
- Helping with visa procedures
- Organizing social events
- Make networks with companies and sign contracts
- Selling a product and that is our project

01/09/2017–15/10/2017

Special education teaching professional

Egyptian orphanage of Maadi, Cairo (Egypt)

- Teaching Slavic languages, English and Spanish language, also meet them with Balkan culture
- Working with people from nurse kindergarten to change organization in that place so can be better for children
- Changing many conditions for better living there
- Write weekly reports
- Work on SDGs (Sustainable Development Goals) - Global goals set by the United Nations 25.09.2015. Other name is Agenda 2030.

Working directly on: Quality Education; Good Health and well-being and Gender Equality

18/06/2015–18/08/2017

General managers of restaurant and hotel

Hotel Admiral, Perast (Montenegro)

- Interaction with guests
- Respond to any guests problems and complaints
- Responsible for organization of tours and events
- Coordination and monitoring of employees
- Participates in documents and reports updating
- Administrative and technical support
- Public relations

15/05/2017–15/07/2017

Organizing Committee (Intern Services and Logistic)

Global Village, Zagreb (Croatia)

- Complete weekly tracking tool
- Keeping all the deadlines
- Organize weekly meetings
- Responsible for all tasks to be done
- Creating booklets
- Budget creation
- Responsible for interns questions
- Ensure all communication and manage all relations with interns
- Responsible for the tracking of the logistics before, during and after the conference

19/02/2017–20/07/2017

Team member in Outgoing Global Talent

Local Committiee Zagreb, Zagreb (Croatia)

- Making interviews and meetings with students who are still on studies and students who graduated from voluntary job or job in the profession
- Contacting companies and international organization who work on realization
- Making promotional materials and presentations
- Interaction with media and radio

23/01/2017–06/04/2017

Team member in Raising and Finance

Local Committiee Metropolitan, AIESEC Serbia, Belgrade (Serbia)

- Contract negotiations, magazine presentations, outside promotion activities
- Have meetings and make contracts with stakeholders
- Outbound calls to stakeholders to arrange specific requirements and responsibilities from both sides
- Searching and Communicating with potential stakeholders and make agreements by phone and e-mail
- Making offers to stakeholders

06/10/2016–20/01/2017

Project Manager on project "Enter yourfuture"

Local Committee of AIESEC Serbia, Belgrade (Serbia)

- Responsible for interviews with international students
- Make weekly reports of progression and results
- Monitoring participants and their work
- Monitoring organization team
- Organize 'Incoming preparation seminar' for people who are chosen for working on project
- Making certificates and financial models

12/12/2016–12/12/2016

Organizational team

Youth Speak Forum - Serbia, Belgrade (Montenegro)

- Monitoring organization of event
- Working on reservations for delegates
- Working on logistic
- Responsible for registrations
- Responsible to answer delegates questions
- Check in with Delegates

- Managing delegate information pre, during and post event
- Building key partnerships with local companies, event planning, and organizing trips, monitoring organization team, communication with international student associations, holding welcome ceremony

01/03/2016–28/05/2016

Raising and Logistic

New Leaders Conference

- Strategy and raising execution
- Ensure venues for each Lead-Up and final event
- Welcome packages for delegates and partners
- In-kind rising
- Logistical plan and making agenda
- Making budgets and work on finance part of project
- Research companies base and findings sponsors
- Meetings with sponsors
- Make offers for stakeholders

15/03/2018–18/03/2018

Communication and coordination of speakers

LEAP Summit, Zagreb (Croatia)

- Communication with speakers for all their needs and conditions
- Monitoring questions for speakers with Slido audience interaction tool
- Making questions for speakers
- Coordination speakers for stages
- Preparing backstage
- Check-in and accreditation part for speakers

15/02/2018–03/03/2018

Organizing Committee President of Local Training Seminar

AIESEC Zagreb, Zagreb (Croatia)

- Make a team of people and giving roles each of them
- Making team meetings and meetings with Executive board
- Monitoring all lectures and events 2 days of the seminar
- Finding sponsors and raising most of the needs
- Make the meetings with schools for getting a place for LTS
- Had meetings with sponsors
- Organizing all activities about LTS
- Making marketing promotions on social networks
- Made a presentation about our event
- Making a budget and logistic plan of planned and realized
- Making visual of accreditations
- Monitoring all production part

EDUCATION AND TRAINING

01/09/2013–06/07/2017	Graduation of law Faculty of law, Novi Sad (Serbia)	
19/06/2017–21/07/2017	Certificate in Advanced English "World in the city" - Local Committee of AIESEC, Zagreb (Croatia)	C1
	Certificate in Business English and Logical English Grammar Center of business English language, Zagreb	
01/03/2010–09/06/2010	Certificate in Pre-Intermediate English University Work, Herceg Novi (Montenegro)	A2
08/08/2016–19/08/2016	Certificado de Español Nivel B1 Fundaciòn de la Lengua Española, Valladolid (Spain)	B1
19/06/2017–21/07/2017	Certificate in Advanced Spanish "World in the city" - Local Committee of AIESEC, Zagreb (Croatia)	B2
08/09/2016–28/09/2016	Spanish Language Skills Certification El Puente (Center of Spanish Language), Zagreb (Croatia)	A2
21/06/2015–21/07/2015	Spanish Language Skills Certification El Puente (Center of Spanish language), Zagreb (Croatia)	A1
10/10/2016–17/10/2016	Certificate in Elementary French Eureka - Language center, Zagreb (Croatia)	A1
15/01/2018–Present	Certificate in Intermediate Turkish "World in the city" - LC Committee of AIESEC, Zagreb (Croatia)	B1
20/11/2017–23/12/2017	Certificate in Elementary Turkish "World in the city" - LC Committee of AIESEC, Zagreb (Croatia)	A2
	Certificate in Elementary Portuguese "World in the city" - LC of AIESEC, Zagreb	A1
19/06/2017–21/07/2017	Certificate in Beginner Arabic "World in the city" - LC of AIESEC, Zagreb (Croatia)	A1
15/01/2018–Present	Certificate in Beginner Russian "World in the city" - LC of AIESEC, Zagreb (Croatia)	A1

26/10/2016–30/10/2016

Delegate

Belegrade Model European Union - BEUM, Belgrade (Croatia)

- The Reference for a Preliminary Ruling (Right to be forgotten)
- Regulation on the European Border and Coast Guard and repealing Regulation (EC) No 2007/2004, Regulation (EC) No 863/2007 and Council Decision 2005/267/EC Reagulation on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010
- "Brexit": Article 50 and its Economic Implications and Impact on the European Union

16/03/2016–20/03/2016

Delegate

Belegrade International Model United Nations - BIMUN, Belgrade (Serbia)

- On this conference, I had a possibility to practically get familiar with mechanisms of international cooperation and basic diplomatic approach, through negotiations, peaceful conflict solutions, consensus building, and understanding the importance of UN role in the contemporary world.

30/12/2016

Delegate

Sparta Leadership Seminar 8th (Devana), Belgrade (Serbia)

- Balkan Wars and political situation in Slavic countries in 1912. and 1913.
- Political situation in EX Serbia and Montenegro and region today

01/09/2013–23/06/2016

Beachelor of Applied Science in Economics

College of Economics and Administration, Belegrade (Serbia)

15/03/2017–18/03/2017

LEAP Summit, Zagreb (Croatia)

-LEAP Summit is a 3-day conference, which gathers more than 2,000 changemakers from more than 30 countries who are leaders in their respective communities. LEAP Summit brings people from all over the world at one place to learn together in order to solve most pressing challenges of our time.

- On this conference, we learned a many things about the business world, bring so many ideas how we can realize our dreams about career and got the motivation of many successful young people, also we made many international contacts and friendship through all world.

02/10/2016–01/07/2017

Master of Economics

Faculty of Economics and Engineering Management- FIMEK, Novi Sad (Serbia)

28/11/2017–29/11/2017

Delegate

A ceremony on the occasion of the Erasmus program for 30 years, Zagreb (Croatia)

- Educated about that what ERASMUS program offers to students and professors
- Educated about how much is important mobility for the purpose of learning
- Understanding importance of international exchanges and getting skills and knowledge in foreign countries
- Education through video "How ERASMUS become ERASMUS +, a story about good practise and success?";
- Exhibition "My ERASMUS experience"

- Info fair "Path of opportunities and goodpractice"
- Panel discussion "The challenges of a new generation of programs- How of ERASMUS + make ERASMUS++"

15/03/2018–17/03/2018

Delegate

LEAP Summit 2018, Zagreb (Croatia)

- "Europe grows with you" - Branko Baričević
- "From idea to success" - Ben Woldring
- "Less schooling, more entrepreneurs - why we need to reinvent our education system" - Alejtin Berisha
- "Creating the system where everyone is engaged in innovation - Norway" - Barbara Salopek
- "Travel: the best road to emotional intelligence and leadership?" - Harry Mitsidis
- "iTeachpreneurship: Creating chaos to avoid chaos" - Kamran Elahian
- "Launch your love" - Lenja Faraguna
- "The future of humankind and of the universe - Ivica Puljak
- "Dare to act: A formula for life in changing times"- Bella Funck
- "How to build entrepreneurship spirit from personal to national level" - Mislav Balković
- "Be protected- intellectual property in your business strategy" - Justyna Petsch
- "Innovation strategies, the world of small and medium, players" - Ernest Vlačić
- "Social entrepreneurship and social innovation and how they can make a change for young people" - Gordana Ćorić
- "How to create a customer-centric business with technology" - Denic Tomić
- "B2B Dating Game: Transforming the digital industry" - Domogoj Hruškar
- "European Solidarity Corps" - Sanja Posavec
- "Digital nomads and the future of work"- Ivan Brezak Brkan
- "From corporate to startup"- Dora Blažević
- "Fake news and populism in the age of social media: an editorial perspective" - Goran Gavranović and Vladimir Nišević
- "We're not getting younger... or are we?" - Rejuvenation and Anti-Aging Innovation - Slaven Steković
- "Entrepreneurship of your life" - Petar Turcinović
- "Reading for the future" - Mario Maleta
- "How we're making the world's fastest all-electric hypercar" - Mate Rimac
- "Acceleration program that help startups build their business ideas for international market" - Dalibor Marijanović
- "Building the future we wanna live in" - Ivan Golubić

PERSONAL SKILLS

Mother tongue(s) Montenegrin

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Montenegrin	C2	C2	C2	C2	C2
English	C1	C1	C1	C1	C1

Certificate in Advanced English
Certificate in Business English and Logical English Grammar
Certificate in Pre-Intermediate English

Spanish	C1	C1	B2	B2	B2
Certificado de Español Certificate in Advanced Spanish Spanish Language Skills Certification Spanish Language Skills Certification					
Italian	B2	B2	A2	A2	B1
French	A2	A2	A1	A1	A2
Certifikate in Elementary French					
Turkish	A1	A2	A1	A1	A2
Certificate in intermediate Turkish Certificate in Elementary Turkish					
Russian	A2	A2	A1	A1	A2
Portuguese	A1	A1	A1	A1	A1
Certificate in Elementary Portuguese					
Arabic					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

- Communication skills**
- Highly developed presentation skills through my education and working experience
 - Keen interest in international relations and marketing communications

- Organisational / managerial skills**
- Diplomatic skills and knowledge of ceremonial rules
(Was on events of the embassy of Qatar, China, Tukey, and Japan)
 - Work efficiently in the multicultural environment during my internship in Egypt and Spain
 - Excellent team leading skills and successful project coordination
 - Organizing and monitoring things about events

- Job-related skills**
- Communication skills
 - Organizational and interpersonal skills
 - Internet user skills (Internet Explorer, Mozilla, Chrome, and Safari)
 - PC user skills (Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Outlook, Microsoft PowerPoint, Canva, Document Writer Pro, Libre Office, Libre Office Vanilla)
 - Knowledge about team coordination and monitoring

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Independent user	Proficient user

Digital skills - Self-assessment grid

- Professional networking (Facebook, Twitter, Instagram, LinkedIn, InterNations)

- Proficient user of MS WORD, MS EXCEL, MS POWER POINT, MS OUTLOOK
- Basic knowledge of CRM and SAP, Webdesign (WordPress)

Driving licence B