

PERSONAL INFORMATION



Sanja Samardžić

 Herceg Novi 85340, Montenegro

 +382 68 551 640

 sanja.perunicic@live.com

Date of birth 20 September 1989 | Nationality Montenegro

WORK EXPERIENCE

October 2014 - Present

Student Services Coordinator

Faculty of Management Herceg Novi

- Providing students with the information regarding their academic program, available exchange programmes (scholarships, mobility schemes, work and travel etc.), internships etc.
- Organization of lectures, examinations and guest lectures
- Project management
- Administrative and secretary work

September 2016-January 2018

Teaching Assistant

Faculty of Management Herceg Novi

- Teaching Assistant on the courses: The Basis of Management and Strategic Management

January – October 2014

Traineeship – Student Services

Faculty of Management Herceg Novi

- Vocational training program for persons with higher education

April – July 2012

Internship

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

- Assistance services provided in the area of "Tourism and its role in local economic development"

Project „Municipal Economic Development in the Danube Region“ (KWD), Belgrade, Serbia

May – June 2011

Internship

Travel agency „Travel House“, Belgrade, Serbia

EDUCATION AND TRAINING

2012 – 2015

Master studies – Business Economy (Strategic Management)

Business Faculty in Belgrade, University “Singidunum”, Belgrade, Serbia

- GPA: 10,00 (max.10,00)

2008 – 2012

Bachelor of Economics – Manager in Tourism

Faculty of Tourism and Hospitality Management, University “Singidunum”, Belgrade, Serbia

- GPA: 9,91(max.10,00)

2004 – 2008

Tourist technician

High school “Ivan-Goran Kovacic”, Herceg Novi, Montenegro

PERSONAL SKILLS

	Mother tongue				
	Serbian				
	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	B2	B2	B2	B2
TOEFL IBT (B2, score 88)					
German	B1	B1	B1	B1	B1
Certificate B1.2 ("speak + write", Marburg, Germany)					
Chinese	A2	A2	A2	A2	A2
HSKK Primary Level and HSK 2					
Russian	A1	A1	A1	A1	A1
Centre for Foreign Languages, FMHN					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills ▪ Excellent communication skills in business and intercultural environment

Organizational / managerial skills ▪ Excellent organizational and planning skills

Computer skills ▪ Good command of Microsoft Office™ tools; Word Press; Moodle platform, Google suite, Social Media, Zoom.

ADDITIONAL INFORMATION

Scholarships ▪ Scholarship of University Singidunum, Bachelor studies (final year) and Master studies, Belgrade, 2011-2013
▪ German Academic Exchange Service (DAAD), Intensive German language course, Marburg, Germany, 01 September – 31 October 2011

Trainings ▪ "Leadership and representation in the context of social cohesion", Project "Dialogue for the Future", UNDP Montenegro, Podgorica, December 2019 – March 2020
▪ "Project development according to EU standards", Center for Support of Local and Regional Development – CEP, Herceg Novi, February 29th - March 01 2020
▪ Online Training Course for E+ Youth Workers "Leader in Youth Exchanges", November 2019
▪ MOOCs: "Competitive Strategy", "Advanced Competitive Strategy" and "Strategic Organization Design" - Ludwig-Maximilians University Munich (LMU), 2013 - 2017

Projects ▪ Summer School "Sustainable Development in Tourism", Faculty of Management Herceg Novi, Educational program project financed by the Ministry of Science of Montenegro, September 2020
▪ "Marketing Challenge competition", Faculty of Management Herceg Novi, Educational program project financed by the Ministry of Science of Montenegro, March 2020
▪ "Winter School of Business", Faculty of Management Herceg Novi, Educational program project financed by the Ministry of Science of Montenegro, January 2020
▪ "New knowledge for a new start for people with disabilities", NGO "Nova Šansa u Novom" (funded by the Ministry of Labor and Social Welfare of Montenegro), since November 2019
▪ „European Network for Environmental Citizenship" COST Action CA 16229, since November 2017
▪ "Support and inclusion of students with disabilities at higher education institutions in Montenegro", Tempus project, European Commission Tempus, 2011 - 2014, <http://sinche.uom.gr/node/46>

Conferences and seminars ▪ Youth and EU projects, NGO *Novi Razvoj*, Herceg Novi, 28 October – 1 November 2019
▪ 8th Brand conference (Theme: Tourist product), Belgrade, 29 May 2012
▪ CSR Forum, Marketing Focus, HR Forum, PR Forum and Sustainability Days seminar, Student organizations AIESEC, Belgrade, March - April 2011

- Possibilities for development of receptive tourism, Youth in Tourism, Belgrade, 03 - 28 December 2011

Memberships

- NGO "Youth in Tourism", Belgrade, 2011 – 2013
- NGO „Green Youth of Serbia“, Belgrade, 2011 – 2012