

## 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 Committee 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 Committee 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 Committee 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 your future"**

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 finding 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
 

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01/09/2013–06/07/2017	<b>Graduation of law</b> Faculty of law, Novi Sad (Serbia)	
19/06/2017–21/07/2017	<b>Certificate in Advanced English</b> "World in the city" - Local Committee of AIESEC, Zagreb (Croatia)	C1
	<b>Certificate in Business English and Logical English Grammar</b> Center of business English language, Zagreb	
01/03/2010–09/06/2010	<b>Certificate in Pre-Intermediate English</b> University Work, Herceg Novi (Montenegro)	A2
08/08/2016–19/08/2016	<b>Certificado de Español Nivel B1</b> Fundaci3n de la Lengua Espa3ola, Valladolid (Spain)	B1
19/06/2017–21/07/2017	<b>Certificate in Advanced Spanish</b> "World in the city" - Local Committee of AIESEC, Zagreb (Croatia)	B2
08/09/2016–28/09/2016	<b>Spanish Language Skills Certification</b> El Puente (Center of Spanish Language), Zagreb (Croatia)	A2
21/06/2015–21/07/2015	<b>Spanish Language Skills Certification</b> El Puente (Center of Spanish language), Zagreb (Croatia)	A1
10/10/2016–17/10/2016	<b>Certificate in Elementary French</b> Eureka - Language center, Zagreb (Croatia)	A1
15/01/2018–Present	<b>Certificate in Intermediate Turkish</b> "World in the city" - LC Committee of AIESEC, Zagreb (Croatia)	B1
20/11/2017–23/12/2017	<b>Certificate in Elementary Turkish</b> "World in the city" - LC Committee of AIESEC, Zagreb (Croatia)	A2
	<b>Certificate in Elementary Portuguese</b> "World in the city" - LC of AIESEC, Zagreb	A1
19/06/2017–21/07/2017	<b>Certificate in Beginner Arabic</b> "World in the city" - LC of AIESEC, Zagreb (Croatia)	A1
15/01/2018–Present	<b>Certificate in Beginner Russian</b> "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 Rulling (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 Regualtion (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

**Bechelor 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 good practice"
- 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)

Montenegrin  
English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C2
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
Certifikate in Elementary Russian					
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