



Nataša Lučić

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● WORK EXPERIENCE

15/01/2020 – CURRENT – Podgorica/Belgium, Montenegro

PROJECT ASSISTANT/PROJECT OFFICER – BUSINESS AND STRATEGIES IN EUROPE S.A.

- Assists with the development of the project work plan and assisting in the clarification of objectives and operational needs to facilitate project implementation
- Providing administrative, logistical and technical support in the implementation of the project activities (administrative support in drafting project's outputs; quality control of procedures and outputs, supervises the preparation of the experts' timesheets and efficient administration of timesheets, keeps track of the working days, taking minutes of the meeting)
- Defines and supervises together the overall budget for Incidental expenditures
- Identification of project opportunities and business development
- Management of the local account, of the budget of incidental expenditure and the overall management of the local office
- Prepares the cashbook and the related documents
- Translation/Interpretation
- To prepare the request for funds for each month and to ensure that local payments are performed in due time.
- Supports in preparation of the audits of the project
- Sets up the basis for the organization of all the events (conferences, training, workshops, etc.) and gives the instructions in time to the logistical team/subcontractors
- Supports to produce monthly technical reports mentioning the progress and major obstacles encountered, inception report, interim reports and final report
- Arranging programs for incoming/outgoing expert missions
- Assisting in drafting National legislation and strategies aligned with the EU Acquis for transport
- Support in drafting preliminary legislation gap assessment of National legislation for harmonization with Chapter 14 & 21
- To attend all the steering committees in order to present the results of the project
- Analyses of the major events that may stop the project to move further
- Receives screen, log and route correspondence, attach necessary background information and maintain follow-up system for action and deadlines
- Prepares necessary documents for meetings, and update tracking tools regularly
- Coordinates arrangements for statewide training
- Assists in arranging programs for in-coming and out-going missions, make appointments with project stakeholders, including logistical arrangements and secretarial assistance
- Follow up with the implementing partners and sub-contractors for the progress reports, submission of reports and recent data on the target group and other information material
- Assisting with data collection activities (collecting, organizing, and analyzing project data, research information related to project or proposal content and methodology; presenting information in appropriate format to support project/research objectives; preparing and distributing special reports requested by Contracting Authority and Beneficiary)
- Non-key experts' acquisition and mobilization, identifying experts and coordination of the mobilized non-key experts within the project
- Knowledge management and capitalization
- Sound knowledge of PRAG.

26/07/2021 – CURRENT – Montenegro

ORGANIZING COMMITTEE – FACULTY OF MANAGEMENT, UNIVERSITY ADRIATIC



Financial management

- Budget development and financial control
- Handling invoices and payments
- Contracting conference and social venues, and other third parties
- Interim and final financial reports
- Subvention management: subsidies and financial guarantees
- Tax positioning
- Final audit.

Logistics

- Time planning and management, keeping of deadlines
- Conference and social event venues: quotations and contracting
- Catering and other third parties: quotations and contracting
- Audio and visual support: quotations and contracting
- Accommodation: organize block booking and release excess rooms
- Plan conference space, including room set-up and exhibition floor planning and shipment of promotional materials to the conference venue.

Scientific programme

- Invited speakers: Send practical information regarding presentation, location, travel policy and reimbursement of costs
- Collect and publish programmes and speaker`s information on the website
- Coordination of speaker-ready-room onsite.

Abstract management

- Receive submitted abstracts through the conference website and communicate with submitting authors about the process
- Ensure reviewers have access to abstracts online
- Ensure that review is completed within the given time frame
- Inform abstract submitters of decision: oral presentation, poster presentation, or rejection
- Ensure (poster) presenters have registered to be included in the programme booklet

Delegate registration

- Online conference delegate registration
- Communication practical issues
- Invitation letters for entry visa application
- Handling of invoicing, payments and cancellations
- Provide delegates lists
- Produce certificates of participation
- Onsite registration.

Sponsorship and Exhibition Management

- Sponsor acquisition, contracting and follow up
- Prepare sponsorship package and tailor package to sponsor
- Exhibitor acquisition, contracting, follow up, logistics shell scheme/tabletop
- Oversee booth construction, exhibition material/equipment
- Manage time and floor planning.

Communication and marketing

- Publicity: website, mailings, press releases, social media
- Develop promotional material
- Website: develop, maintain, update. Include information on the conference theme, programme, location, committees, etc.
- Mailings: send updates of the conference to mailing lists
- Conference programme book: coordinate information collection and print.
- Conference bags: order bags, insert sponsor flyers and distribute at the conference.
- Social media: post updates of the conference, e.g early bird, invited speakers and sessions
- Report on marketing analysis
- Evaluation survey tailored
- Liaise with third parties e.g. printing, software and shipping companies.

Onsite management

- Onsite coordination
- Registration of delegates
- Main contact point for practical questions from conference delegates and exhibitors
- Coordination of speaker-ready-room on-site

Post-conference

- Finalizing payments
- Prepare final financial report
- Preparation and send out the evaluation to delegate.



As Project Manager:

- Daily communication with international project partners;
- Project progress monitoring;
- Preparation and processing of technical and financial reports;
- Maintenance and update of the project web page;
- The organization of teleconferences/project meetings/workshops/conferences;
- Collection of information from partners, processing of written inputs and background documents;
- Business analytical activities;
- Responsibility for the complete preparation and writing of respective parts of the proposals.
- Monitoring Project Progress and Setting deadlines.
- Communication with key stakeholders.
- Ensuring that key milestones are reached
- Comparing actual performance against planned/scheduled performance.

As Bid Manager:

- Tracking online funding opportunities and tenders from a range of donors and agencies;
- Screening donor requirements on selective relevant opportunities, reviewing and extracting key information;
- Maintaining a company database of new and forecasted opportunities and stage of activity underway with proposals;
- Preparing and submitting proposals (expressions of interest, technical and financial offers) in cooperation with internal team as well as external partners or suppliers;
- Coordinating the bidding process and preparing bid templates;
- Compiling company project experience credentials documents, tailoring CVs and technical specifications, references, certificates etc. for bids;
- Ensure on-time submission of compliant and commercially sound bids.
- Creating and fostering relationships with clients, partners, and associates;
- Coordinate and plan all client presentations required as part of the bid submission and liaising with external suppliers and partners – Agreement on staff in charge, fee rates and obtaining required documentation;
- Handling timely submission of applications (digital and physical) in accordance with client stipulations, ensuring quality assurance processes are adhered to;
- Set up and maintain all credentials and compliance documents for use in proposals;
- Manage the bid budget, monitor and report on overall performance against KPIs.
- Work with the Sales leads to develop a clear win strategy for each bid and ensure win themes are clear and compelling.
- Risk tracking and management throughout the bid process.

<http://www.lotusprojekt.me/pagesEng/home.php> |

Boulevard Svetog Petra Cetinjskog 56, 81 000, Podgorica, Montenegro

05/05/2019 – 26/09/2019

CONFERENCE ORGANISER OF EDITA - ECONOMIC DIGITAL TRANSFORMATION CONFERENCE AND PRODIGY - REGIONAL DIGITAL ECONOMY CONFERENCE

- EDITA - Conference co-funded by CEI (Central European Initiative);
- PRODIGY - Conference co-funded from Western Balkan Fund;

- Liaise with clients to find out their exact event requirements
- produce detailed proposals for events (including timelines, venues, suppliers, legal obligations, staffing and budgets)
- Research venues, suppliers and contractors, negotiate prices and hire
- Manage and coordinate suppliers and all event logistics (venue, catering, travel)
- Liaise with sales and marketing teams to publicise and promote the event
- Manage all pre-event planning, organising guest speakers and delegate packs
- Coordinate suppliers, handle client queries and troubleshoot on the day of the event to ensure that all runs smoothly and to budget
- Manage a team of staff, giving full briefings
- Financial and managerial administration
- Venue rental or hire charges
- Creation and maintenance of conference website
- Managing the design costs and printing materials (conference badges, bags, and stationery) for the conference program;
- Cost estimation and booking of catering, accommodation, and transport and other hospitality costs
- Simultaneous translation services
- Manage a team of staff, giving full briefings



- Organise facilities for car parking, traffic control, security, first aid, hospitality and the media
- Make sure that insurance, legal, health and safety obligations are followed
- Oversee the dismantling and removal of the event and clear the venue efficiently
- Produce post-event evaluation to inform future events
- Research opportunities for new clients and events.

<https://www.editaconf.me> | Podgorica, Montenegro

15/01/2019 – 15/01/2020

LEGAL POLICY OFFICER – AMPLITUDO

- Developing and leading corporate legal strategy to promote and protect the company's matters;
- Developing and leading internal audit and corporate compliance programs;
- Research, analyse and develop policies related to the legal sector and implement the company policies in order to improve existing regulations around the sector;
- Overseeing the delivery of legal services and resources to accomplish corporate goals, strategies, and priorities;
- Maintaining proper corporate interactions with the relevant local, state and federal governmental bodies, legislatures and the community at large;
- Support the formulation of general management policy;
- Write and monitor communications to ensure consistency and accuracy
- Manage and track the delivery of political or organisational priorities
- Undertake or commission research
- Gather and analyse data and information
- Develop expertise in a particular area, or draw on the expertise of others
- Support or coordinate meetings, conferences or debates, sometimes including diary management
- Write briefings, reports, and speeches
- Deliver oral briefings and presentations
- Carry out consultations with internal and external stakeholders - including colleagues, customers, or members of the public (National Tourism organization of Montenegro and France, etc.)

Administrative and support service activities | <https://www.amplitudo.me/homepage> |

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01/09/2018 – CURRENT – Podgorica, Montenegro

UNIVERSITY TEACHING ASSISTANT – FACULTY OF MANAGEMENT

Subjects:

- Leadership
- Sociology

- Design, development and implementation of IT system for data collection and performance assessment in order to track the progress of individuals, evaluate performance and ensure raised achievement across all key stages
- Support the Executive headteacher and dean in ensuring the efficiency of teaching, including teachers' planning on a quarterly level, monitoring, work scrutiny, lesson observations, supporting audit and reporting
- Support Executive Headteacher and dean to ensure all teaching, assessment policies and protocols are fulfilled
- Development of teaching materials to ensure content and methods of delivery meet learning objectives and organisation and development of class planning
- Maintain daily records, track student progress and intervene to help students progress as necessary
- Foster a positive and collaborative learning environment where the unique needs of all students are met
- Arrange educational offsite activities
- Regularly communicate with family members and other staff, such as school psychologists and counsellors, in order to meet the individual needs of each student - familiar with subject-based pedagogy
- Implementation of individual programmes. This involves writing individual education plans, behaviour support plans and risk assessments
- Monitor and evaluate programmes on a daily basis
- Deliver a range of teaching and assessment activities, including tutorials, seminars and lectures in some instances.

Herceg Novi, Montenegro

30/12/2018 – 06/06/2019



CONFERENCE ORGANISER - "GREEN DAYS" CO-FUNDED BY UNDP

- Researching the markets to identify the opportunities for events
- To research, document and plan out all aspects of the conference and event on behalf of the client
- Identifying, meeting and confirming relevant speakers/resource persons
- Producing detailed proposals for the event – time frames, venues, suppliers, legal obligations etc.)
- Preparing delegate packs and papers
- Conducting briefings with the client to keep them informed on the proceedings
- Collating delegate lists services;
- Liaising with marketing and PR colleagues to promote the event
- Liaising with the client and designers to create an appropriate brand and logo for the event and organising the production of tickets, posters, sales brochures etc.
- Organisation of accommodation and catering including the selection of menus
- Preparing delegate packs and papers;
- Post-event activities, such as producing press releases, distributing further documents to delegates, and analyzing feedback from speakers and delegates.
- Post-evaluation documentation of the event.

<https://greendays.me> | Podgorica, Montenegro

08/02/2019 – 26/08/2021 – Saint Cathrine, Croatia

PROJECT MANAGEMENT CONSULTANT "INNOVATION ADRIATIC ISLAND" – CROATIAN OFFICE FOR CREATIVITY AND INNOVATION (HUKI)

- Coordinating with relevant stakeholders, both inside and outside the organization
- Allocating tasks to the project management team and providing regular guidance to team members
- Ensuring the scope and schedule of projects are achievable within the given time and budget
- Undertaking periodic reviews to make sure that projects are on track
- Updating project documentations on a consistent basis and conveying them to the management
- Developing positive relationships with associates and clients
- Defining the structure of a project, its goals, and resource requirements
- Implementing project management strategy for task interdependency
- Managing project risks, contingency and mitigation plans
- Maintaining high team performance and productivity
- Manage the delegate registration system
- Content writing
- Assists in the setup and support with local arrangements for the program
- Responsible for the coordination of the production of conference content (e.g., papers from special tutorial sessions or colloquia, summaries of conference papers, programs, etc.) and serves as the point of contact;
- Ensure all financial, tax and audit requirements are met. Some of these requirements included establishing conference bank accounts, indirect tax, insurance and bonding, budget, expenses, financial reports, and conference closing.

Saint Cathrine island (Rovinj), Croatia

10/01/2020 – CURRENT – Zagreb, Croatia

COMMUNICATION AND VISIBILITY OFFICER AND SOCIAL NETWORK MANAGER – TEDEX ZAGREB

- Develop creative and engaging social media strategies
- Manage the day-to-day handling of all social media channels such as LinkedIn, Facebook, Twitter, Pinterest, Instagram and YouTube, adapting content to suit different channels
- Oversee, plan and deliver content across different platforms using scheduling tools such as Sprinklr, Hootsuite, Asana and Olapic
- Create engaging multimedia content (and/or outsource this effectively) across multiple platforms
- Develop, launch and manage new competitions and campaigns that promote your organisation and brand
- Form key relationships with influencers across the social media platforms
- Undertake audience research
- Manage and facilitate social media communities by responding to social media posts and developing discussions
- Monitor, track, analyse and report on performance on social media platforms using tools such as Google Analytics and Facebook insights
- Research and evaluate the latest trends and techniques in order to find new and better ways of measuring social media activity
- Analyse competitor activity



- Recommend improvements to increase performance
- Set targets to increase brand awareness and increase customer engagement
- Manage a budget for social media activities
- Educate other staff on the use of social media and promote its use within your company (in-house roles)
- Encourage collaboration across teams and departments
- Regularly liaise with clients via telephone, email, conference calls or face-to-face (agency roles)
- Appropriate visibility
- Key audiences and Target Groups
- Supporting of preparation the Communication and Visibility Plan
- Specific objectives for each target group, related to the action's objectives and the phases of the programme cycle
- Communication activities
- Public events
- Press visits
- Newsletters content creating, editing
- Information Campaigns.

05/05/2017 – CURRENT – Zagreb, Croatia

PROJECT CONSULTANT/COORDINATOR – FINTECH ADRIA

- Communicating with and helping manage relationships with senior international specialists, development partner representatives and high-level government officials
- Budget management and client reporting, including management of expenditure, invoices and payment
- Organising and participating in meetings/events as required (telephone or face to face) either internal or with external consultants or clients
- Coordinate project management activities, resources, and information
- Create and maintain comprehensive project documentation, plans and reports
- Liaise with clients to identify and define requirements, scope and objectives
- Arrange meetings between team members and with clients
- Assign tasks to internal teams and assist with schedule management
- Manage information flow within the team
- Assist with the creation/preparation of client presentation materials
- Analyze risks and opportunities, and support the team to adapt as projects evolve
- Act as the point of contact and facilitate project communication for all participants
- Use tools to monitor working hours, plans and expenditures
- Ad hoc project-specific support, such as organising travel or administration.

20/04/2019 – 20/05/2019

PUBLIC RELATIONS OFFICER – BTI - BUSINESS TECHNIQUE INTERNATIONAL

- Planning publicity strategies and campaigns
- Content writing and producing presentations
- Providing clients with information about new promotional opportunities and current PR campaigns progress
- Preparing and editing organizational publications, including employee newsletters or stockholders' reports, for internal and external audiences.

Cairo, Egypt

07/09/2018 – 12/10/2018

ORGANIZING COMMITTEE OF THE 8TH ANNUAL "FOLLOW THE ENTREPRENEUR INVESTOR SUMMIT" – CROATIAN OFFICE FOR CREATIVITY AND INNOVATION (HUKI)

- Responsible for the overall organization and financial planning of the conference
- Advises the general chair and assists in making decisions, especially around the conference venue and date, the budget and the overall technical content of the conference
- Ensures that a well-balanced, high-quality technical program is organized and presented at the conference
- Responsible for developing media releases and communicating key messages about the conference
- Responsible for the peer-review process and the conference schedule.

Dubrovnik, Croatia

20/07/2017 – 28/07/2018



TEAM MEMBER IN INCOMING COMMUNITY DEVELOPMENT PROGRAM – LOCAL COMMITTEE ZAGREB

- Responsible for accommodation and any request of interns
- Support with procedures of visa
- Organizing social events
- Communicating with companies and contract arrangements/negotiations.

Zagreb, Croatia

15/03/2018 – 18/03/2018 – Zagreb, Croatia

SPEAKERS COORDINATOR – LEAP SUMMIT

- Support the speakers with preparing the content
- Monitoring questions for speakers with Slido audience interaction tool
- Handing check-in accreditation
- Collaborating with clients or employers, finance teams and other team members on budgeting and allocating funds
- Delegating tasks to appropriate team members
- Managing deadlines and progress across the team to ensure the project is delivered on time and on budget
- Organizing third-party providers and vendors to deliver elements that can't be produced in-house
- Overseeing the delivery of projects and making adjustments as necessary to ensure they are delivered to specifications and high standards
- Collecting and analyzing feedback from customers and other project users to gauge satisfaction and success.

Zagreb, Croatia

15/02/2018 – 03/03/2018

ORGANIZING COMMITTEE PRESIDENT OF LOCAL TRAINING SEMINAR – AIESEC ZAGREB

- Selecting candidates for a team of qualified and passionate individuals
- Making team meetings and meetings with the Executive board
- Monitoring all lectures and events
- Finding sponsors and managing the budget
- Preparing marketing campaign on social media platforms
- Content writing of visibility materials
- Making visual of accreditations

Zagreb, Croatia

01/09/2017 – 15/10/2017

SPECIAL EDUCATION TEACHING PROFESSIONAL – EGYPTIAN ORPHANAGE "DAR ELSABEEL" IN MAADI

- Teaching Slavic languages, English and Spanish language
- Working with the Orphanage Staff to improve the children's conditions
- Writing weekly reports
- Work on SDGs (Sustainable Development Goals) - Global goals set by the United Nations (Agenda 2030)

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

Cairo, Egypt

19/02/2017 – 20/07/2017

TEAM MEMBER IN OUTGOING GLOBAL TALENT PROGRAM – LOCAL COMMITTEE ZAGREB

- Making interviews and meetings;
- Interviewing undergraduates and graduates to find the best kind of program that suits each one;
- Contacting companies and international organizations to raise contracts with them in order to match our interns and professionals;
- Making promotional materials and presentations;
- Interaction with media and radio;

Zagreb, Croatia



15/05/2017 – 15/07/2017

ORGANIZING COMMITTEE (INTERN SERVICES AND LOGISTIC) – GLOBAL VILLAGE

- Work on a weekly tracking tool
- Maintaining all the deadlines
- Organize weekly meetings
- Responsible for successfully completing all tasks
- Creating booklets
- Budget creation;
- Answering interns questions
- Responsible for the tracking of logistics before, during and after the conference.

Zagreb, Croatia

23/01/2017 – 06/04/2017

TEAM MEMBER IN RAISING AND FINANCE – LOCAL COMMITTEE METROPOLITAN SERBIA

- Assess and identify new opportunities for growth in current and prospective markets
- Establish the company's goals and objectives
- Recruit and train new candidates
- Design business strategies and plans to meet the company goals
- Make sure that the company has sufficient resources such as personnel, material, and equipment
- Develop a comprehensive company budget and perform periodic budget analyses
- Ensure all company activities adhere to legal guidelines and policies
- Assess overall company performance

Belgrade, Serbia

06/10/2016 – 20/01/2017

PROJECT MANAGER OF PROJECT "ENTER YOUR FUTURE" – LOCAL COMMITTEE METROPOLITAN

- Responsible for interviewing international students;
- Make weekly reports of progression and results;
- Monitoring participants and their work;
- Monitoring organization team;
- Organize an "Incoming preparation seminar" for people who are chosen to work on the project;
- Preparing certificates and financial models;

Belgrade, Serbia

12/11/2016 – 12/12/2016

ORGANIZATIONAL TEAM – YOUTH SPEAK FORUM

- Monitoring and evaluation of the event
- Working on logistics
- Responsible for registration
- Contact person for delegates and managing delegate`s information pre, during and post-event
- Building key partnerships with local companies, event planning, organizing tips, monitoring organization committee, communicating with international student associations, holding the welcome ceremony

Belgrade, Serbia

01/03/2016 – 28/05/2016 – Belgrade, Serbia

RAISING AND LOGISTICS – 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 agenda preparing
- Preparing the budget and the financial analysis of the project



- Research companies base and finding sponsors
- Meetings with sponsors
- Making offers for stakeholders.

Zagreb, Croatia

● EDUCATION AND TRAINING

03/09/2020 – CURRENT – Podgorica

PHD IN INTERNATIONAL RELATIONS – University of Donja Gorica (UDG)

02/10/2017 – 28/06/2018 – Novi Sad, Serbia

MASTER OF LAWS – Faculty of Law

01/09/2013 – 06/07/2017 – Novi Sad, Serbia

LAW GRADUATE – Faculty of Law

05/10/2016 – 15/12/2017 – Novi Sad, Serbia

DEGREE IN ECONOMICS (BUSINESS ECONOMICS AND FINANCE) – Faculty of Economics and Engineering Management

05/10/2013 – 23/06/2016 – Belgrade, Serbia

BACHELOR DEGREE IN BUSINESS ADMINISTRATION (BBA) – College of Professional Studies in Economics and Administration

20/02/2019 – 03/06/2019 – Cairo, Egypt

CERTIFICATE IN ARABIC LANGUAGE – Arab Academy

09/09/2018 – 09/01/2019 – Zagreb, Croatia

CERTIFICATE IN CLASSICAL ARABIC LANGUAGE – Arab Center

10/08/2018 – 04/12/2018 – Zagreb, Croatia

PROFESSIONAL CERTIFICATE IN ENGLISH – Berlitz

15/05/2018 – 15/06/2018 – Zagreb, Croatia

ADVANCED EXCEL COURSE – Numericus

10/05/2018 – 13/05/2018 – Zagreb, Croatia

CERTIFICATE OF SUCCESSFUL PARTICIPATION IN THE "COCA-COLA YOUTH EMPOWERED" PROGRAMME – Coca-Cola Hellenic Bottling Company

15/01/2018 – 15/02/2018 – Zagreb, Croatia

CERTIFICATE IN RUSSIAN – Project "World in the city"

20/11/2017 – 15/01/2018 – Zagreb, Croatia

CERTIFICATE IN TURKISH LANGUAGE – Project "World in the city"

18/06/2017 – 18/08/2017 – Zagreb, Croatia

CERTIFICATE IN BUSINESS ENGLISH AND LOGICAL ENGLISH GRAMMAR – Center of Business English language

19/06/2017 – 21/07/2017 – Zagreb, Croatia

CERTIFICATE IN ADVANCED SPANISH – Project "World in the city"



19/06/2017 – 21/07/2017 – Zagreb, Croatia
CERTIFICATE IN ARABIC – Project "World in the city"

20/11/2017 – 23/12/2017 – Zagreb, Croatia
CERTIFICATE IN PORTUGUESE – Project "World in the city"

19/06/2017 – 21/07/2017 – Zagreb, Croatia
CERTIFICATE IN ENGLISH LANGUAGE – Project "World in the city"

19/06/2017 – 21/07/2017 – Zagreb, Croatia
CERTIFICATE IN ITALIAN LANGUAGE – Project "World in the city"

19/06/2017 – 21/07/2017 – Zagreb, Croatia
BUSINESS ENGLISH CERTIFICATE – Project "World in the city"

10/10/2016 – 17/10/2016 – Zagreb, Croatia
CERTIFICATE IN FRENCH – Eureka - Language center

08/09/2016 – 28/09/2016 – Zagreb, Croatia
CERTIFICATE IN SPANISH LANGUAGE – El Puente - Center of Spanish Language

08/06/2016 – 19/08/2016 – Valladolid, Spain
CERTIFICATE IN SPANISH LANGUAGE – Fundaciòn de la Lengua Española

21/06/2015 – 21/07/2015 – Zagreb, Croatia
CERTIFICATE IN SPANISH LANGUAGE – El Puente - Center of the Spanish language

09/10/2020
CERTIFIED ADVANCED ENGLISH (CAE) – Cambridge Podgorica

15/05/2020 – 15/06/2020
BUSINESS ENGLISH COURSE – American Corner Podgorica



● LANGUAGE SKILLS

Mother tongue(s): MONTENEGRIN

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
ARABIC	A2	A2	A2	A2	A2
SPANISH	B2	B2	B2	B1	B2
ITALIAN	B1	B1	B1	B1	B1
FRENCH	A1	A1	A1	A1	A1
TURKISH	A2	A1	A1	A1	A1
PORTUGUESE	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● ORGANISATIONAL SKILLS

Organisational skills

- Multi-tasking
- Motivation
- Time management
- Critical thinking
- Ability to work in a multinational environment
- Leadership
- Data analysis
- Problem-solving
- Teamwork
- Goal setting
- Creativity
- Flexibility.

● COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Strong communication (both oral and written in formal and informal situations), presentation and organisational skills
- Conflict management and resolution skills
- Diplomacy (handling affairs without hostility)
- Empathy for others
- Socializing skills
- Target-oriented
- Tolerance and respect for team members.



● **JOB-RELATED SKILLS**

Job-related skills

- Written and spoken English proficiency
- Exceptional organizational skills and high attention to detail
- Ability to cope with tight deadlines
- Excellent interpersonal and communication skills
- Ability to work effectively with dynamic and diverse staff
- High level of resilience
- Team spirit and the ability to work independently
- Experience/knowledge in international grant application and bid management processes
- Experience coordinating bid teams to deliver proposals, bids, or manage contracts.