



Jovana Kepčija Pavlović

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WORK EXPERIENCE

01/06/2022 – CURRENT ZAGREB, Croatia

PROJECT MANAGER ALGEBRA D.O.O.

Project management, implementing projects, administrative work, reporting, coordination of activities, correspondence with project partners, management of project budget.

01/07/2021 – 31/05/2022 Zagreb, Croatia

SECRETARY-GENERAL CROATIAN YOUTH NETWORK

Overall coordination of the Network's activities, keeping records of the Network's members, keeping orderly financial operations and submitting reports to the Assembly, taking care of administrative and technical affairs and assets and material resources of the Network; decision-making on Network projects, coordination with the Network Board.

01/09/2018 – 01/07/2021 Zagreb, Croatia

PROJECT MANAGER AND PROGRAMME ASSOCIATE CROATIAN YOUTH NETWORK

Writing projects and project management, coordination of project activities, project budget management, development of action plan, preparation and writing of reports, advocacy activities, advertising on social networks, communication with contracting authorities (national and EU), design of project ideas, communication with project partners - national and international).

01/2011 – 10/2017 Zagreb, Croatia

PROJECT AND OFFICE ASSISTANT REHABILITATION CENTRE FOR STRESS AND TRAUMA

Post-training engagement / student work - Administrative work, report writing, coordination of activities, assisting in project activities, procurement of materials and goods, correspondence with project partners, project writing, project documentation preparation, organization of working hours, organization of office documentation, project management support, direct work with users, organization of trips, organization of seminars.

EDUCATION AND TRAINING

09/2016 – 07/2018 Zaprešić, Croatia

PROFESSIONAL SPECIALIST OF PROJECT MANAGEMENT (PROF. SPEC. OEC.). University of applied sciences Baltazar Zaprešić

09/2013 – 07/2016 Zaprešić, Croatia

PROFESSIONAL BACCALAUREUS / BACCALAUREA OF BACC. OEC. University of applied sciences Baltazar Zaprešić

09/2004 – 06/2008 Hrvatska Kostajnica, Croatia

HIGH SCHOOL GRADUATE Ivan Trnski High School

LANGUAGE SKILLS

Mother tongue(s): **CROATIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
GERMAN	B1	B1	B1	B1	B1

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

● **DIGITAL SKILLS**

Microsoft/ Microsoft Office | Social network (Facebook Instagram Linked in) | Social Media/Social Network | MS Teams, Zoom, Skype | MS Office (Word Excel PowerPoint) | Team Management & Team Work | Padlet, Prezi, Jamboard | Well organized | Motivated | Efficient multi-tasking

● **ADDITIONAL INFORMATION**

ORGANISATIONAL SKILLS

Organisation and management skills

- excellent organizational skills
- excellent coordination skills
- prioritization of goals
- experience in teamwork (as a leader and as a member)
- time and task management
- quick adaptation to new jobs and tasks
- IPMA certificate level D

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- excellent communication and social skills
- resourcefulness,
- accessibility,
- excellent public speaking skills
- security in written and direct communication with international clients
- active listening,
- coping in conflict situations
- teamwork
- openness in communicating with the team

VOLUNTEER WORK

Volunteer work

- Part of organizational team of PMI Forum 2022 (over 300 participants, hybrid event)
 - Assistant Director of PMI Forum 2021 (over 300 participants, hybrid event)
 - Assistant Director of PMI Forum 2019 (over 500 participants)
 - Assistant Director of PMI Forum 2018 (400 participants)
 - PMI Forum 2017 Annual Conference - event assistance (over 400 participants)
 - Volunteer at the Croatian Youth Network - work on Youth Rights projects, writing an newsletter, research work (2017)
 - implemented the project Academy of Regional Development at the Baltazar Zaprešić Polytechnic (project designed and implemented by the Ministry of Regional Development and EU funds)
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