

## Curriculum Vitae

**MIRELA STANIC - POPOVIC, univ.spec.oec.**

### **Project Management Professional (PMP)® and Solution Focused Coach**

#### **ABOUT ME**

Experienced executive, consultant and project manager with demonstrated history in project, program and portfolio management. Most of my work experience is collected by performing senior duties in public administration and in non-governmental non-profit organizations, but I have experience working with the private sector as well. I am flexible, ambitious, agile, hard working and problems solving oriented person able to work in dynamic environment and under pressure. I am highly dedicated to the job and active in promotion of the real values in society, development, lifelong learning, building of respect and tolerance.

#### **CONTACTS:**

PHONE: +385 (0) 98 325 873

HOME: Karla Metikosa 3, 10 010 Zagreb, Croatia

EMAIL: [mirelasp@yahoo.com](mailto:mirelasp@yahoo.com)

SOCIAL MEDIA:

LinkedIn: <https://www.linkedin.com/in/mirela-stani%C4%87-popovi%C4%87-pmp-0a803545>

#### **EDUCATION:**

I graduated from the Mathematics Gymnasium, the Faculty of Philosophy and earned a master's degree from the Faculty of Economy. I hold an EMBA from Swiss School of Business and Management.

- *Title of qualification awarded:* **Executive Master Business Administration (EMBA)**  
*Principal subjects/occupational skills covered:* Global and International Management  
*Name and type of organisation providing education:* Swiss School of Business and Management Geneva
- *Title of qualification awarded:* **University Specialist of Economy (univ.spec.oec.)**  
*Principal subjects/occupational skills covered:* Master Degree - Business Economy  
*Name and type of organisation providing education:* Faculty of Economy, University of Split
- *Title of qualification awarded:* **Bachelor of Slavic languages**  
*Principal subjects/occupational skills covered:* Serbian language and Slavic Literature  
*Name and type of organisation providing education:* Faculty of Philology, University of Belgrade; Faculty of Philosophy, University of Zagreb – recognition of foreign diploma
- *Title of qualification awarded:* **Mathematics and Informatics Technician**  
*Principal subjects/occupational skills covered:* Natural Sciences  
*Name and type of organisation providing education:* Natural Science and mathematics Gymnazium Knin

## EXPERTIZE:

- project, program and portfolio management
- stakeholders management
- leading team of researches
- consulting
- individual and team coaching
- monitoring&evaluation
- lecturing
- fundraising

## SKILLS:

project management methodologies, policy knowledge, conflict resolution, self motivation, active listening, effective communication, negotiation, leadership, risk management, problems solving, analytic, critical and creative thinking, using of participatory methodologies in design, implementation and monitoring of the projects, budget management, reasearch, organizational skills, needs assessments techniques, human resources management and coaching

## CERTIFICATES:

- ❖ ***Project Management Professional (PMP)® issued by Project Management Institute***  
PMP® Number: 3135595 PMP® Original Grant Date: 01 September 2021 PMP®
- ❖ ***Solution Focused Coach issued by Erickson Coaching International since 2020***
- ❖ ***Public Procurement Expert in accordance with the Croatian Law on Public Procurement issued by Ministry of Economy and Sustainable Development since 2021***
- ❖ ***Certified court interpreter for the Serbian language issued by County court in Šibenik and Velika Gorica since 2004***
- ❖ ***State certification exam since 2014 issued by Ministry of Justice and Administration of the Republic of Croatia***

## LANGUAGES

- ❖ **English** - Proficient user (C1)
- ❖ **Serbian** - Proficient user (C1)
- ❖ **Slovenian** - Basic user (B1)

## ACHIEVEMENTS

- ❖ Development and creation of Manual for development of Civil Society Organizatziions within International Rescue Committee program

## WORK EXPERIENCE:

- ❖ February 2017 - present: NGO Firefly, Prilaz Gjura Dezelica 50, 1000 Zagreb

### **Position: Executive Director**

Principal activities and responsibilities: Overall management of the NGO, EU project portfolio development (mainly ESIF funds), project implementation, representing NGO in public, government and media, Management of volunteers, Reporting

**As a Project manager of ESIF project Health Observatory that involved 40 stakeholders (representatives of NGO's, Faculties, Trade union) I coordinated all activities related to the preparation of following 6 policy papers: Health literacy, Health care accessibility, Drug policy, Informal care, Pediatric palliative care and Integration of care. Currently we are in process of designing public advocacy campaign.**

- ❖ June 2013 – March 2016: State Office for Reconstruction and Housing Care, Radnička cesta 22, 10000 Zagreb

**Position: Head of State Office for Reconstruction and Housing Care**

Principal activities and responsibilities: In charge of managing the State Office, setting up of working procedures, policy building, reporting, national and international cooperation on refugee's, returnees and IDP's protection and projects implementation, organizing study trips for officials.

- ❖ January 2010 – June 2013: City of Knin, Dr. Franje Tuđmana 2, 22300 Knin

**Position: Head of Municipal Department**

Principal activities and responsibilities: Managing the Department for Planning, Housing and Communal Affairs, responsible for implementation of IPA funded projects, communication with beneficiaries, local policies developing, reporting, dealing with returnees and refugees housing problems and property rights, organizing study trips and round tables for officials.

- ❖ June 2009 – January 2010: Ministry of Regional Development, Forestry and Water Management

Trg kralja Petra Krešimira IV br. 1, 10000 Zagreb

**Position: Head of Ministry Department**

Principal activities and responsibilities: Managing the Department for Housing Care outside the Areas of Special State Concern

- ❖ September 1999 – February 2005: International Rescue Committee (IRC) Draškovićeva, 10 000 Zagreb

**Position: Head of Regional Office for Dalmatia and Lika in Knin**

Principal activities and responsibilities: In charge of managing the Regional Office, Program planning, designing, implementing and monitoring/evaluating, HR management, Cooperation with local and regional authorities, Cooperation with international community, EU funded projects, Supporting of local NGO's development, Capacity building of different community stakeholders, including support for returnees and refugees, organizing study trips for officials, Leading regional Housing and Infrastructure working group supported by UNHCR and organizing round tables, Establishing official linkages and cooperation between international and local stakeholders dealing with return and reintegration

**OTHER WORK EXPERIENCE:**

- ❖ November 2021 – present: Public open university Petar Zrinski, Selska cesta 119, 10110, Zagreb

**Position: Lecturer on training program for Assistant for EU project management**

Principal activities and responsibilities: EU funds, Contracting authorities, Public procurement and Procurement in EU projects, Sustainability, Publicity and visibility, Evaluation, calls for proposals and projects for SME

- ❖ January 2018 – present: Certus Consulting & Business Coaching, Karla Metikoša 3, 10010 Zagreb

**Position: Owner Executive Director**

Principal activities and responsibilities: Project proposals development, Consultancy, Strategizing, Risk management, Project management, HR management, Coaching. Project management includes fields of environmental protection, waste management, IT, support to the MSE, local developmental strategies, rural development, tourism etc.

**FURTHER EDUCATION AND COURSES:**

- Python developer, **Algebra Zagreb**
- EU funds Project manager, EU funded project management, preparation of project proposals, implementation of the EU funded projects, evaluation of the projects, **Business Academy Experta Zagreb**
- Project manager, Project management tools, techniques and skills, **Business Academy Experta Zagreb**
- Program for young managers at **IEDC Bled School of Management**, from June till July 2003
- Diploma of the EU projects academy for Large infrastructural projects preparation and implementation at **College EU projects**, Zagreb, 2013
- Christian Bougnon: Monitoring&evaluation of the projects
- Libby Cooper: Monitoring&evaluation of the projects
- Siobhan Bracken, Bill Yaggy: Design, monitoring and evaluation of the projects, Project proposals writing
- Siobhan Bracken, Bill Yaggy: Participative methodology in projects design, Monitoring& Evaluation
- Siobhan Bracken: Stakeholders analyses, Conflict management, Participative planning, Participative Monitoring and Evaluation of the projects
- Nike Catherperson: Conflict management
- Mary Morgan: Economy development
- Siobhan Bracken, Camillo Valderrama, Nike Catherpersen: Participative project design, monitoring and evaluation

**LIST OF REFERENT PROJECTS:**

1. Health observatory, ESF/Ministry of labour, pension system, family and social politics, 3.595.475,81 kn, 2021-2023 (<http://krijesnica.hr/zdravstveni-opservatorij/>)
2. Regional housing programme, Central European Bank, 14 mil eur, 2013-2016 (<http://regionalhousingprogramme.org/>)
3. Community revitalization programme, BPRM, 8 mil USD, 2000-2004
4. Reconstruction of water and canalization system and construction of waste water system in Knin municipality, IPA, 15 mil EUR, 2010-2013 (<https://knin.hr/ipa-projekt/>)

5. Poticanje socijalne uključenosti kroz podršku zapošljavanju žena i podizanju kvalitete života s područja općine Ervenik, ESF, Hrvatski zavod za zapošljavanje, 2.087000,00 kn, 2019-2021 (<http://www.zazeli-ervenik.eu/>)

**OTHER SKILLS:**

Computer skills Microsoft Office, Data analyses and visualization, Internet

Driver's license B

**REFERENCES:**

1. Mr. Gregory Beck, Senior Principal, International Development and Humanitarian Assistance; [gregorybeck2@gmail.com](mailto:gregorybeck2@gmail.com)
2. Mrs. Diana Topcic-Rosenberg, Previous Assistant of the Minister of social policy and youth; [diana.topcic.rosenberg1@zg.t-com.hr](mailto:diana.topcic.rosenberg1@zg.t-com.hr)
3. Mrs. Marijana Šimić, International Rescue Committee, Deputy Director; [mrijana.simic@yahoo.com](mailto:mrijana.simic@yahoo.com)
4. Mr. Jakša Puljiz, Head Of Department for European Integration at Institute for Development and International Relations IRMO, previous Office of the Prime Minister of Croatia, Ministry of Regional Development and EU Funds