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12. 9. 1989



Ljubljana, Slovenia

Work experiences

2016 -

Project assistant: CHALLENGES OF INTERCULTURAL COEXISTENCE PROJECT

ISA institut

Work tasks:

- coordination of 16 project partners, overseeing the achievement of project goals and indicators;
- preparation of the content and financial reports;
- developmental activities (creating supportive local environments, organizational culture...);
- organizing trainings, events, meetings, conferences, promotional activities;
- work on the "My piece for peace" initiative;
- preparation and implementation of project/content evaluation.

2015 - 2016

Researcher – coordinator: SUPER PSIHOLOG PROJECT

Faculty of Arts, University of Ljubljana

Work tasks:

- coordination of project partners, activities and employees;
- preparation of reports for the ministry (content and financial reports);
- organization of trainings and promotional activities;
- development of the project's website, the platform and the content;
- preparation and implementation of project/content evaluation,
- preparation of the book and guidelines for the supervised practice of psychologists.

2009 - 2015

Project assistant and projet manager

Zveza KOMISP, Zavod NEFIKS, MEKS – Young HR experts, DŠPS

Work tasks:

- development and implementation of project ideas;
- management and coordination of project teams (from 3 – 25 team members);
- preparation of the reports and project documentation;
- basic accounting;
- development and implementation of promotional activities.

2012 - 2013

HRM intern

Profil d.o.o. (praksa), Câmara Municipal de Barcelos, PT (mobilnost)

Work tasks:

- psychological testing and writing of psychological reports about potential employees;
- selection interviews;
- preparation of the reports for 360° assessment of the employees.

2012 - 2014

Psychological testing

Center za psihodiagnostična sredstva d.o.o.

- individual & group psychological testing of adults aged 16-60, with the Multifactor battery of tests

Kadis d.o.o.

- psychological testing of bigger groups of primary school children.

Education

2008 - 2013

University degree (B. Sc), Psychology

Faculty of Arts, University of Ljubljana

2014

Project manager

National Vocational Qualification course

2013

Soft skills trainer

Team dynamics, project management, personal branding, time management...

Projects

2016 -

7th International Congress of Psychologists of Slovenia

(PR, organisation, operatives assitant)

www.psi-kongres.eu

2014 - 2015

Implico (Operations Manager)

Operations manager for the "Implico - strategic HR of the future" project. Overseeing and coordinating all logistical and operational aspects of the project (applications, materials, event management etc).

www.implico.si

2013 - 2014

noVEMber (Project manager in 2014, Manager of logistics in 2013)

Project intended to develop soft skills of students and young adults. Coordinating team members, task distribution, overseeing the progress, goal setting, project doughtmentation...

www.november.si

Volunteer work

2014 -

- **MEKS – Young HR experts** (team member, operatives manager, web admin...);

2013 - 2015

- **Zavod NEFIKS** (employment club leaderm organisation of the events and international exchange...)

2013 - 2015

- **Zveza KOMISP** (development of the pool of trainers, organisation of the trainings, events and conferences, member of supoervisory board...).

Competences and skills

I am proud of my:

- organisational skills;
- teamwork;
- team leadership;
- time management;
- fast and efficient learning;
- capacity of in depth analysis and evaluation;
- good working manners;
- proactive behaviour.

Computer skills:

- Microsoft Office - advacned;
- SPSS - intermediate;
- Adobe Illustrator - intermediate;
- Adobe InDesign - intermediate;
- Adobe Photoshop - intermediate;
- Wordpress - intermediate;
- socialna omrežja - intermediate;
- Vasco - intermediate.

Jeziki

EN: excellent (C1)

SR: good (B2)

ES: good (B1)

DE: basic (A2)

FR: basic (A2)

Drivers licence

B