**CURRICULUM VITAE**

 **Name and Surname: Ivana Gajić**

 **Date of birth: 09.01.1986.**

 **Place of birth: Belgrade**

 **Citizenship: Serbian**

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# Education

* Academic specialist degree in marketing management, Faculty of Organizational Sciences, (grade average:10, 2013)
* Master's degree and Bachelor’s degree, Faculty of Philology, English language and literature and Italian (grade average: 9.17, 2010)

# Work experience

* Specialist on a project in Human Resources, Revnost (02/2014-4/2014)
* Junior adviser in Public Relations, National Assembly of the Republic of Serbia (6/2011- 4/2013)
* Practice in Human Resources, European Integrations Department and Foreign Affairs at National Assembly of the Republic of Serbia, 2011
* Assistant in media on the annual session of OESCE in Belgrade (July 2011)

# Languages

* English (professional proficiency)
* Italian (advanced)
* French (elementary)
* Russian (elementary)
* Spanish (elementary)

# Computer skills

* Successfully passed training for working in the system of e-parliament
* Successfully completed training for working in Omnicom Content Platform
* Microsoft Word, Excell, Power Point

# Professional seminars and other

* Specialization in strategic and project management, IPEK centre, Belgrade (October 2013)
* Passed state exam for working in organs of state for public officers- May 2012
* Conference on »Total Quality Management«, Faculty of Mechanical Engineering in Belgrade (June 2013)
* Successfully passed seminar on quantitative ( July 2012) and qualitative media analysis (December 2012),Media Clipping Agency, Belgrade
* Successfully passed training on crisis communication, Represent Communications (December 2012)
* Successfully passed training on writing procedures, Represent Communications (December 2012)
* Diploma for successfuly completed training »Protocol, event management, communication and presentation skills«, CIS , July 2012
* Certificate in Italian - Istituto Italiano di Cultura a Belgrado
* Certificate in Russian - Educational centre“Ru-Slovo“
* Driving licence, category ''B''

# Personal characteristics

* Hardworking, persistent, ambitious, creative, thorough
* Capable of working in team and individually

# References

* Radojka Vukčević - Ph.D., American Literature
* Prof.dr at the Faculty of Philology
* e-mail: radojka\_faulkner@yahoo.com
* Kostić Stanković Milica- Ph.D., Marketing Management
* Prof.dr at the Faculty of Organizational Sciences
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