



# Tatjana

Master student at  
Faculty of Economics

# JERINIĆ

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## Akva Butik d.o.o.

December 2013- now

- Office Manager; Preparing daily Sales reports, P&L planning, Budget Planning, Marketing Planning, Coordinating Sales Team, CRM

## Etihad Airways & Adecco

October 2013

- Recruitment team support; Working on merged project by Etihad Airways and Adecco - Participation in recruitment activities, Providing and servicing candidates, Project Evaluation

## AIESEC

October 2010 – March 2013

- Organization Committee member at Lead by Learning, Global Leaders' Summit 2013; Organizing and providing conference, Communication and delegates servicing
- Vice President Career Development, Career Days 2012; Coordinating team of 5 people to organize workshops for students, Establishing cooperation with companies as well as raising money and in kind sponsorships
- Vice President Human Resources, Aiesec Week 2011; Organizing four different events (lectures on entrepreneurial topics, Global village, Alumni evening and Train the trainers conference), Mentoring and motivating team members

## Westminster Foundation for Democracy

September 2012 – November 2012

- Junior assistant (intern)  
Working on project supported by England Government, Financial reports and reconciliation, Maintaining office asset register, Helping with programme activities

## "MonopolList" magazine

January 2012 – January 2013

- Editorial staff; editing and re-writing articles from freelance and in-house writers, Managing writing stuff, Developing story or content ideas, considering reader or audience appeal

## Volunteering

- Belgrade International Games, BIG, Sport Venue Stuff sector , 2011.

## Education

2012 – Present

Master student at Faculty of Economics, Belgrade  
Business Management, Strategic Financial Management

2008- 2012

Student at Faculty of Economics, Belgrade  
Commercial Management and Marketing

## Personal skills & interests

- Financial Analysis
- Project Management
- Event Management
- Marketing Management
- HR Management
- Teamwork
- Social Networking
- Corporate Communications
- Business Strategy

English



Russian



German



Microsoft Office Tools



## Additional education & trainings

"Crisis Management",  
Management Performance Academy  
"Networking", Price Waterhouse Coopers  
"Gold of the Desert Kings", Eagle's Flight