



Curriculum Vitae

Personal information

First name(s) / Surname(s)	Vladimir Romanovic		
Address(es)	22, Hadzi Djerina, 11000, Belgrade, Serbia		
Telephone(s)	+381112494317	Mobile:	+381652494317
E-mail	v.romanovic@gmail.com		
Nationality	Serbian		
Date of birth	16/05/1984		
Gender	Male		

Summary / Specialties

Three years of experience in administration and project management. Communications specialist with experience.

Work experience

Dates	From March 2010 – June 2013
Occupation or position held	Quality Control / Document Control Assistant
Main activities and responsibilities	<p>Processing RFI (Request for Information)</p> <p>Correspondence with representatives from the U.S. AE firm, subcontractors, and client</p> <p>Administrative tasks included typical office duties – scanning, copying, filing, organizing</p> <p>Daily contact with sub-contractor, local design studios, procurement team, construction managers, AE, etc.</p> <p>Processing of transmittals, submittals, requests for release of information</p> <p>Tracked personnel handling of Sensitive But Unclassified (SBU) and material to ensure documents were logged in and out on a daily basis</p> <p>Document control tasks including logging of all incoming and outgoing materials, drawings, meeting minutes, and paperwork</p> <p>Maintained databases, spreadsheets, and log books</p> <p>Oversaw commissioning and training schedule, organization, videotaping, and processing the associated submittals</p> <p>Assisted QC CET in correspondence with local testing laboratory and processing of test results</p> <p>Consolidated each departments information for Daily and Monthly reports</p> <p>Preparation of financials documents, pay application, VAT, etc.</p> <p>Reviewed procurement sales orders to verify material had been submitted</p>
Name and address of employer	Framaco International, Belgrade, Serbia, Boulevard Kneza Aleksandra Karadjordjevica 84/8
Type of business or sector	Construction, New US Embassy Compound Project (Belgrade, SERBIA)

Education and training

Dates	September 2012 – 2013
Principal subjects/occupational skills covered	Department of Quality Control
Name and type of organisation providing education and training	Faculty of Engineering Management, Singidunum University (Belgrade, SERBIA)
Level in national or international classification	Master of Engineering Management

Dates	September 2004 – March 2011
Principal subjects/occupational skills covered	Geo-Economy
Name and type of organisation providing education and training	Faculty of International Economy, Department for the European Union
Level in national or international classification	Bachelor of Economics

Personal skills and competences

Mother tongue(s) **Serbian**

Other language(s) **English, Italian, Bosnian, Croatian**

Self-assessment
European level ()*

English

Italian

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C1	C1	C1	C1	C1
A1	A1	A1	A1	A1

Social skills and competences	Team player and problem-solver with excellent interpersonal skills
Organisational skills and competences	Good and experienced at event organizing and project management
Computer skills and competences	Excellent knowledge of Microsoft Office programs – Word, Excel, Office, PowerPoint, Outlook, Adobe
Driving licence	B category