

CURRICULUM VITAE

Family name: PRELEVIC

First name: NATALIJA

Date of birth: January 9th, 1964

Citizenship: Serbian

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Key qualifications:

Extensive experience in: clerk duties, excellent communication skills, capacity to work under pressure and in difficult working environments, ability to organise office and fieldwork. Sense of humour, quick integration in existing and creating new teams, capacity of making independent evaluations and decision-making. Easy acceptance of new situations and people due to lack of prejudices, diverse experience in methods and problem solving possibilities.

Professional Experience record:

Date	03.12.07-15.05.2010
Location	Belgrade
Company	Ministry of Agriculture and EU Twinning Project SR2005/IB/AG/04 Project: Food Safety Chain Laboratories
Position	RTA Assistant (RTA: Resident Twinning Advisor)
Description	Duties: Organising full operational side of the office which includes all administrative and logistical assistance. Creation of all admin files and Data's, intensive research and translation duties for RTA. Organising all events, meetings, travels and some media input for the office.

Date	01.06.2003-30.09.2007
Location	Belgrade
Company	German Marshall Fund of U.S Project: Balkan Trust for Democracy
Position	Office Manager
Description	Duties: Organising full operational side of the office which includes all administrative, logistical, maintenance and supervision of the accountant reports and files input. Suggesting and planning a yearly budget for admin and personnel costs. Organising all events, meetings, travels and some media input for the office.

Date	21.07.2002-31.01.2003
Location	Belgrade
Company	American Red Cross
Position	Assistant to the Country Representative of the ARC
Description	Daily media research and monitoring, translation of projects and correspondence, answering questions regarding the economics, humanitarian and consular sections, humanitarian, educational, history and other issues for the Representative. Proposing and evaluating of different projects. Organising and scheduling the visits and meetings for the Representative. Monitoring, defining and assisting the Rep of ARC in assessment of humanitarian programmes of different organisations. Promoting the ARC activity and supplying relevant information to all interested org. and individuals. Translating, preparing travel documents, filling, registering new applications and programme proposals, handling different documents, etc.

Date	24.12.2001-20.07.2002
Location	Belgrade
Company	Australian Embassy Belgrade
Position	Assistant in Refugee and Humanitarian Section, Immigration
Description	Translating, preparing travel documents client's service by telephone, and at front desk. Filling, registering new applications, keeping IRIS notes and handling the documents in the individual files of applicants, scheduling interviews, issuing the medical and other relevant forms.

Date	22.10.-23.12.2001
Location	Belgrade
Company	Office of the Crown Prince Karadjordjevic
Position	Head of Protocol
Description	Scheduling the incoming and outgoing visits of the Royal Family, coordinating the schedules and protocol for different social, humanitarian, religious and other events related to the public activities of the Royal Family. Implementing a new system of gifts register, events invitations distributing, and security upgrade. Supervision of other staff in regards to Protocol issues, research, public relation, maintenance issues.

Date	06.06.2001 – 21.10.2001
Location	Belgrade
Company	Danish Refugee Council
Position	Elderly Programme Supervisor
Description	As a part of the Community Services Programme, daily monitoring of the different activities of the Elderly Programme and co-ordinating it with all other DRC activities, Liaising with governmental and local authorities, International and Local Organisations, Social Centres, cultural/educational groups and other NGO-s in order to improve the Elderly Programme Participating in and organising meetings, individually or with the project Manager. Drafting minutes, interpreting at the meetings, informing about media news if connected to the Programme. Assisting the Project Manager in evaluation of different segments of the Elderly Programme. Daily management and Problem Solving in the three donor regions for twenty-eight Field Nurses, eighteen Co-ordinators and three Field Assistants.

Date	21.02.2000 – 31.02.2000
Location	Belgrade
Company	The Netherlands Embassy Belgrade
Position	Assistant to the diplomatic staff for Trade, Political and Humanitarian issues
Description	Daily media research and monitoring, translations of projects and correspondence, answering questions regarding the economics, humanitarian and consular sections for the Ambassador, the First Secretary, Second secretary and Consular Attaché. (Re. political, economy, humanitarian, educational, history and other issues) Organising and scheduling the visits of the Ambassador and First Secretary. Monitoring, defining and assisting the Second Secretary in humanitarian assistance to different organisations. Promoting the Dutch economy and supplying relevant information to the Dutch companies and individuals as well as Netherlands Ministry of Trade.

Date	01-05-1999 to 19.02.2000
Location	Sarajevo, Bosnia and Herzegovina
Company	HELP-UNHCR - Deminers
Position	Office Manager
Description	Organising and planning daily support for all deminers teams (hundred people, three teams). Daily running and updating all personnel, finance, equipment, vehicles. Setting up and maintaining the filling system in the office. Finding most suitable suppliers and keeping records of all inventories in the two warehouses and in the office. Translating and interpreting. Negotiating for better working condition for Deminers and supporting activities for better safety of local population with local authorities.

Date	02-1997 to 03-1999
Location	Belgrade, F.R. Yugoslavia
Company	Canadian Embassy
Position	Programme Assistant in the Immigration Section
Description	Interpreting, visa printing, assisting in the Registry, receiving different visa application and documents at the front desk, keeping CAPES and handling the documents in the individual keeping capes and handling the documents in the individual files of applicants in different teams.

Date	08-1996 to 11-1996
Location	Belgrade, F.R. Yugoslavia
Company	Canadian Embassy
Position	Assistant in the Immigration Section
Description	Interpreter and Registry assistant duties

Date	08-1994 to 09-1995
Location	Belgrade, F.R. Yugoslavia
Company	Save the Children Fund
Position	Relief Assistant
Description	Organising a system (filling, costs, transport, etc.) of distribution and distributing the material assistance within the Programme for the Unaccompanied Refugee Children

Date	12-1993 to 08-1994
Location	Foča (Srbinje) Republic of Serbia -Bosnia
Company	Medical Faculty
Position	English Professor Assistant (and student of medicine),
Description	Duties: Conducting exercise classes for students and translating the manuals for the equipment and drugs Hospital got ad humanitarian assistance

Date	08-1992 to 11-1993
Location	Belgrade, F.R. Yugoslavia
Company	UNICEF
Position	Secretary
Description	Interpreter, Secretary, Registry, Receptionist and Humanitarian Assistance Escort Assistant.

Date	10-1990 to 04-1992
Location	Sarajevo, Yugoslavia
Company	TOURS CLUB
Position	Owning Manager
Description	Organising, planning and supervising all work in the two departments of the company: trade and tourism.

Date	01-1990 to 05-1990
Location	London, United Kingdom
Company	Erna Law Consultant to the Tourist Industry
Position	Junior Secretary
Description	Mail distributing and answering the telephone enquires

Date	05-1989 to 12-1989
Location	Sarajevo, Yugoslavia
Company	Pakratours
Position	Executive Assistant
Description	Organising and promoting the company programmes in Bosnia and Croatia.

Date	12-1983 to 05-1989
Location	Sarajevo, Yugoslavia
Company	Tourist Association of Sarajevo
Position	Tour Guide
Description	Tour Guiding of Sarajevo and throughout Yugoslavia, Italy Poland, France, and Germany.

Education:

Institution **Twinning Project, Belgrade**
Date 15-17 December 2009
Degree Certificate in “Human Resources –Candidate Selection Process”

Institution **ICVA-CIS, Belgrade**
Date 5-6 Jun 2008
Degree Certificate in “State and Diplomatic Protocol Training”

Institution **Faculty for the Financial Management and Insurance, Belgrade**
Date 20.09-26. October 2002
Degree Certificate in “Foreign Trade Manager”

Institution **ICVA, Belgrade**
Date 9-11 September 2002
Degree Certificate in “Management team building and communication presentation skills”

Institution **ARC, Washington held in Sofia**
Date 1-5 September 2002
Degree Training in Resource Development and Stakeholder management

Institution **The Management Centre with the Ministry of Justice of Yugoslavia**
Date 01. February -June 2001
Degree Certificate in “Modern anti-corruption methodology”

Institution Cavendish College, London-UK
 Date 01-1990 to 07-1990
 Degree Diploma in Travel and Tourism Management with specialisation in opening and Starting New Business

Institution Secondary School “Braca Ribar”, Sarajevo
 Date 09-1978 to 05-1982
 Degree Diploma of Secondary School

Institution Olympic Committee of 14th Winter Olympic games in Sarajevo
 Date 11-1983 to 12-1983
 Degree Certificate in Tourist Guide-information Clerk for Bosnia

Language skills:

Language	Reading	Speaking	Writing
Serbian (Croat&Bosnian)	Native tongue	Native tongue	Native Tongue
English	Fluent	Fluent	Good
French	Basic	Basic	N/A
Italian	Basic	Basic	N/A
Bulgarian	Understanding	Basic	N/A
Macedonian	Understanding	Basic	N/A
Slovenian	Understanding	Basic	N/A
Russian	Understanding	Basic	N/A

Other skills: Computer skills, Driving licence, Pilot for the Glider-airplanes.

Other countries working experience: United Kingdom, Kosovo, Croatia, Montenegro, Bosnia and Herzegovina.

References:

EU Twinning project SR 2005/IB/AG/04: Dr. Stephen Dixon, Resident Twinning Advisor

Cell+ 381 (o) 63 573 309

Balkan Trust for Democracy GMFUS: Mr. Ivan Vejvoda, Executive Director

Red Cross of America: Mr. Ben Kauffeld, ARC Representative

The Netherlands Embassy: Mr. Hugo Klijn, Dep. Head of Mission

Canadian Embassy: Mr. Martin Doucet, Second Secretary,

For UNICEF and Save the Children: Ms. Donatella Linari, Project Officer,

+385 (o) 98 187 1725

Save the Children: Mr. Karlo Puskarica, Resources Manager.

Australian Embassy: Mr. Jeff Ceff, First Secretary

HELP/UNHCR: Ms. Laurian Armstrong, Administration and Logistics Manager

Personal preferences and notes:

I am a non-smoking person who likes travelling, going out with friends and going to concerts and other cultural and sporting events. I enjoy a good sense of humour in people, discussions of philosophy or about human behaviour.

From the sports, I like swimming, diving and lately horseback riding. Another interests which give me great pleasure, include gardening, interior decoration, bird watching and reading.

My huge weakness of character lies in large consumption of coffee. Luckily for my employee, I like the coffee cold and to sip it while working!