

EUROPEAN
CURRICULUM VITAE
FORMAT



JOB REFERENCE NUMBER

PERSONAL INFORMATION

Name

[SURNAME, other name(s)]

Dragana Perković Antić

Address

[House number, street name, postcode, city, country]

117/4A, Stanoja Bunuševca, 18 000, Niš, Serbia

Telephone

+381643759455, +381621691113

Fax

E-mail

draganaantic@yahoo.com

Nationality at birth

Serbian

Present nationality

Serbian

Date of birth [Day, month, year]

28.06.1972.

Place of birth

Niš

Sex

Male

Female

Marital status

Single

Married

Widowed

Divorced

Separated

Dependants

Name

Filip Antić

Date of birth [Day, month, year]

20.11.1994.

Relationship

Son

WORK EXPERIENCE

[Add separate entries for each relevant post occupied, starting with the most recent.]

• Dates (from – to)	2009.-2012.
• Name and address of employer	Niš City Assembly
• Type of business or sector	Free access to information of public importance
• Occupation or position held	Authorized person
• Main activities and responsibilities	Professional and administrative work to respond to request for free access to public importance information's, receiving and processing requests, make informers, formation of the archive, making the annual report .

• Dates (from – to)	2004.-2008.
• Name and address of employer	NIS CITY ASSEMBLY
• Type of business or sector	Department of Media and international cooperation
• Occupation or position held	A head of the Department/ authorized person for free access to information of public importance
• Main activities and responsibilities	<p>Organization activities of the Department of media and international cooperation</p> <p>Making media plans for informing citizens about Assembly activities</p> <p>Participation in production for City of Niš Development strategy</p> <p>Develop media plans for President of the Niš City Assembly</p> <p>Preparation materials for journalists</p> <p>Organization of Press conferences</p> <p>Edit website of City Assembly</p> <p>Preparation analytical materials of public information</p> <p>Professional and administrative work to respond to request for free access to public information, receiving and processing requests, make informers, formation of the archive, making the annual report .</p>

• Dates (from – to)	FEBRUARY TO MAY 2004.
• Name and address of employer	EUROPEAN AGENCY FOR RECONSTRUCTION
• Type of business or sector	Development of south Serbia municipalities
• Occupation or position held	Expert for institutional development in Bela Palanka municipality
• Main activities and responsibilities	<p>Production the project</p> <p>Workshops with stakeholders</p> <p>Promotion of project in public</p> <p>Implementation of project</p> <p>Evaluation</p>

• Dates (from – to)	2002-2004.
• Name and address of employer	NIS CITY ASSEMBLY
• Type of business or sector	Public relations and civic initiatives department
• Occupation or position held	Head of Department

<ul style="list-style-type: none"> • Main activities and responsibilities 	<p>Informing citizens about activities of Nis City Assembly, Executive board and secretariats</p> <p>Editing City Newsletter</p> <p>Develop media plans for the Majors activities</p> <p>Develop media plans for projects implemented by the City Council (Business improvement District BID zone, The City Service Center(design for promotion) , “Evrobalkan” Euro Region, project founded by USAID and another foundations.</p> <p>Organization of several visits by the President of Serbia and Ministers of the Republic of Serbia</p> <p>Media plan to open Airport Constantine the Great</p> <p>Organization of press conferences</p> <p>Develop plans for media campaigns</p> <p>Edit websites</p> <p>Contact with citizens</p> <p>Reception for citizens initiatives and NGO</p> <p>Preparation and establishment of the Children’s Parliament – project management, public promotion of the project, organization of activities in schools</p> <p>Preparation of power point presentations</p> <p>Public promotions of activities on TV and radio broadcast</p>
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<ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer • Type of business or sector • Occupation or position held • Main activities and responsibilities 	<p>1999-2000.</p> <p>STUDENTS MOVEMENT OTPOR</p> <p>Non government</p> <p>PR Manager</p> <p>Spokesman, Organization of activities, public relations and project management</p>
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EDUCATION AND TRAINING

[Add separate entries for each relevant course you have completed, starting with the most recent.]

<ul style="list-style-type: none"> • Dates (from – to) • Name and type of organization providing education and training • Principal subjects/occupational skills covered • Title of qualification awarded • Level in national classification (if appropriate) 	<p>2003-2005.</p> <p>Faculty of Political Sciences Belgrade, Department of Communicology</p> <p>Non verbal communication in public communication</p> <p>Magister of Communicology</p>
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<ul style="list-style-type: none"> • Dates (from – to) • Name and type of organization providing education and training 	<p>1995.- 2000.</p> <p>Faculty of philosophy Sociology department</p>
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• Principal subjects/occupational skills covered	Sociology, Social Research Methodology, project management and planning
• Title of qualification awarded	sociologist
• Level in national classification (if appropriate)	VII-1

• Dates (from – to)	2005.
• Name and type of organization providing education and training	4 Courses
• Principal subjects/occupational skills covered	Education for work on access to information of public importance in an organization the OSCE, the Center for Human Rights and NGO
• Title of qualification awarded	
• Level in national classification (if appropriate)	

• Dates (from – to)	2004.
• Name and type of organization providing education and training	USA study tour organized by USA Embassy, Grass Roots Democracy, level I
• Principal subjects/occupational skills covered	Understanding the institutions of The United States and citizen initiatives in several states and cities in USA
• Title of qualification awarded	Non Government project management
• Level in national classification (if appropriate)	

• Dates (from – to)	2004.
• Name and type of organization providing education and training	European Agency for Reconstruction and development
• Principal subjects/occupational skills covered	Seminar for preparation of the Municipal Development plan
• Title of qualification awarded	Preparation of Strategy development plans
• Level in national classification (if appropriate)	

• Dates (from – to)	2003.
• Name and type of organization providing education and training	USAID/ Diane Cromer PR expert
• Principal subjects/occupational skills covered	Seminar for preparation Media plans
• Title of qualification awarded	Public relations
• Level in national classification (if appropriate)	

• Dates (from – to)	2003.
• Name and type of organization providing education and training	NDI
• Principal subjects/occupational skills covered	Training for poll
• Title of qualification awarded	Public relations
• Level in national classification (if appropriate)	

• Dates (from – to)	2002.
• Name and type of organization providing education and training	Swiss Government
• Principal subjects/occupational skills covered	Citizen participation in decision making in local government
• Title of qualification awarded	Public relations and project management
• Level in national classification (if appropriate)	

• Dates (from – to)	2002.
• Name and type of organization providing education and training	NDI
• Principal subjects/occupational skills covered	Several trainings for public appearances
• Title of qualification awarded	Public relations
• Level in national classification (if appropriate)	

• Dates (from – to)	1999-2000
• Name and type of organization providing education and training	NDI, USAID
• Principal subjects/occupational skills covered	Several trainings for public appearances and project management
• Title of qualification awarded	NGO
• Level in national classification (if appropriate)	

<p align="center">PERSONAL SKILLS AND COMPETENCES</p> <p><i>Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.</i></p>					
<p align="center">MOTHER TONGUE</p>	<p align="center">Serbian</p>				
<p align="center">OTHER LANGUAGES</p>	<p align="center">[Indicate level: excellent, good, basic.]</p>				
<p align="center">[Specify language]</p> <ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills 	<p>English</p>				
	<p>excellent</p>				
	<p>excellent</p>				
	<p>excellent</p>				
<p align="center">SOCIAL SKILLS AND COMPETENCES</p> <p><i>Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.</i></p>	<p>Good communication skills and the ability of adaptation to multicultural environments though proven experience in attending international courses. Very good organizational skills and good in teamwork. Very good communication skills in team and in public.</p>				
<p align="center">ORGANISATIONAL SKILLS AND COMPETENCES</p> <p><i>Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.</i></p>	<p>Experience in coordination and management of human resources, activities and projects</p>				
<p align="center">TECHNICAL SKILLS AND COMPETENCES</p> <p><i>With computers, specific kinds of equipment, machinery, etc.</i></p>	<p>MS Office- excellent Internet- Excellent</p>				
<p align="center">ARTISTIC SKILLS AND COMPETENCES</p> <p><i>Music, writing, design, etc.</i></p>	<p>Writing essays</p>				
<p align="center">OTHER SKILLS AND COMPETENCES</p> <p><i>Competences not mentioned above.</i></p>	<p>A large number of contacts at home and abroad, good communication with journalists and media representatives</p>				
<p align="center">DRIVING LICENCE(S)</p>	<p align="center">B category</p>				
<p align="center"><i>Page 6 - Curriculum vitae of [SURNAME, other name(s)]</i></p>					

ADDITIONAL INFORMATION	<p>One of the founders and vice president of the NGO Association creators of Nis “Constantine the Great”</p> <p>Member and secretary (2010/11) of Rotary Club Niš Constantine the Great</p> <p>2003. Euro cities Award for Children Parliament as the best project of civic initiatives 2003.” January 11”Award for project Children Parliament</p>
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ANNEXES	[List any attached annexes.]
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