

**EUROPEAN
CURRICULUM VITAE
FORMAT**



JOB REFERENCE NUMBER

TACSO Expert Roster

PERSONAL INFORMATION

Name

DARKO TODOROVIC

Address

27, DARVINOVA ST., 11000 BELGRADE, SERBIA

Telephone

+381631077094

Fax

E-mail

todorovici@beocity.net

Nationality at birth

Yugoslavian

Present nationality

Serbian

Date of birth [Day, month, year]

10. February 1974.

Place of birth

CACAK

Sex

Male

Female

Marital status

Single

Married

Widowed

Divorced

Separated

Dependants

Name

Ema Todorovic

Manja
Todorovic

Date of birth [Day, month, year]

14.12.2004.

21.09.2009.

Relationship

Daughter

Daughter

WORK EXPERIENCE

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

• Dates (from – to)	2009 - NOW
• Name and address of employer	Different clients (SKGO, Friedrich Ebert stiftung, Save the children, Regional chamber of commerce of Pozarevac, Civic Initiatives, Banca Intesa, VIP mobile, Coca Cola, Apatinska brewery, BOSH...)
• Type of business or sector	Private and public sector
• Occupation or position held	Freelance consultant, trainer and coach
• Main activities and responsibilities	<p>Creation, delivery and reporting of training and coaching sessions in accordance with client's needs</p> <p>Creation of different communication, promotional and visibility plans</p> <p>Implementation of PR strategies and media promotion plans</p>

• Dates (from – to)	2008 - 2009
• Name and address of employer	Stav, Mala pruga bb, 11080 Belgrade
• Type of business or sector	Consumer goods (electronics)
• Occupation or position held	Training manager and junior marketing manager
• Main activities and responsibilities	<p>Creation and implementation of annual and months marketing and communication plans and strategies</p> <p>Creating and publishing PR texts, advertisements and preparing for media appearances</p> <p>Creating media plans</p> <p>Research of employees and customers training needs and levels of key business skills (soft and hard)</p> <p>Preparation, design, delivery and evaluation of trainings for employees and customers (soft and hard)</p>

• Dates (from – to)	2004 - 2008
• Name and address of employer	Razor, Cvijiceva 105, 11000 Belgrade
• Type of business or sector	Marketing agency
• Occupation or position held	Creative and account director
• Main activities and responsibilities	<p>Creation and implementation of PR and advertising strategies and campaigns for different clients (public / private)</p> <p>Design and creation of marketing plans for different clients</p>

• Dates (from – to)	2004 - 2010
• Name and address of employer	Group Process, Solunska 25, 11000 Belgrade
• Type of business or sector	CSO
• Occupation or position held	Project coordinator and trainer

<ul style="list-style-type: none"> • Main activities and responsibilities 	Coordination and implementation of different youth projects
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<ul style="list-style-type: none"> • Dates (from – to) 	
<ul style="list-style-type: none"> • Name and address of employer 	
<ul style="list-style-type: none"> • Type of business or sector 	
<ul style="list-style-type: none"> • Occupation or position held 	
<ul style="list-style-type: none"> • Main activities and responsibilities 	

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) 	March 2011.
<ul style="list-style-type: none"> • Name and type of organization providing education and training 	Institute for sustainable communities (ISC)
<ul style="list-style-type: none"> • Principal subjects/occupational skills covered 	Advocacy, networking and communication
<ul style="list-style-type: none"> • Title of qualification awarded 	Certified trainer
<ul style="list-style-type: none"> • Level in national classification (if appropriate) 	

<ul style="list-style-type: none"> • Dates (from – to) 	December 2010.
<ul style="list-style-type: none"> • Name and type of organization providing education and training 	International finance corporation (IFC)
<ul style="list-style-type: none"> • Principal subjects/occupational skills covered 	Regulatory governance and its tools (RIA)
<ul style="list-style-type: none"> • Title of qualification awarded 	Certified trainer
<ul style="list-style-type: none"> • Level in national classification (if appropriate) 	

<ul style="list-style-type: none"> • Dates (from – to) 	November 2009 – March 2010
<ul style="list-style-type: none"> • Name and type of organization providing education and training 	Standing conference of towns and municipalities (SKGO)
<ul style="list-style-type: none"> • Principal subjects/occupational skills covered 	Training of trainers
<ul style="list-style-type: none"> • Title of qualification awarded 	Certified trainer
<ul style="list-style-type: none"> • Level in national classification (if appropriate) 	

<ul style="list-style-type: none"> • Dates (from – to) 	September 2010
<ul style="list-style-type: none"> • Name and type of organization providing education and training 	Persona Global, California, USA (Consulting company)
<ul style="list-style-type: none"> • Principal subjects/occupational skills covered 	Persuasive communicator series (Persuasive communicator, Persuasive salesman, Persuasive negotiator, Team work, Presentation skills)

• Title of qualification awarded	Certified consultant and trainer
• Level in national classification (if appropriate)	

• Dates (from – to)	October 2009– May 2010
• Name and type of organization providing education and training	Erickson coaching international, Erickson coaching international, Vancouver, Canada
• Principal subjects/occupational skills covered	The art and science of coaching
• Title of qualification awarded	Coach
• Level in national classification (if appropriate)	

• Dates (from – to)	September 2007.
• Name and type of organization providing education and training	European bank for reconstruction and development (EBRD)
• Principal subjects/occupational skills covered	Marketing and finance / Training of trainers
• Title of qualification awarded	Pre certified trainer
• Level in national classification (if appropriate)	

• Dates (from – to)	November 2001 – May 2002
• Name and type of organization providing education and training	Civic Initiatives / CSO
• Principal subjects/occupational skills covered	Training of trainers within program for youth “Becoming a citizen” / Social marketing and public relations
• Title of qualification awarded	Certified trainer
• Level in national classification (if appropriate)	

• Dates (from – to)	1993 – 2007
• Name and type of organization providing education and training	Faculty of economic, Belrade University
• Principal subjects/occupational skills covered	Statistics and informatics
• Title of qualification awarded	OEC
• 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>good</p> <p>good</p> <p>good</p>	<p>Italian</p> <p>good</p> <p>good</p> <p>basic</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>ABILITY TO WORK, COMMUNICATE AND LIVE IN MULTICULTURAL ENVIRONMENT; ABILITY FOR WORK UNDER PRESSURE AND IN TIGHT DEADLINES; FLEXIBILITY AND OPENNESS FOR CHANGES AND IMPROVEMENTS</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>SPECIFIC EXPERIENCE IN WORK AND IMPLEMENTATION WITHIN DIFFERENT PROJECTS (CBC PROJECTS ROMANIA-SERBIA "CENTER FOR INCREASE THE COMPETITIVENESS OF SMEs IN BORDER REGION" AND "SMEs IN ACCORDANCE WITH EU REGULATIONS" FOR REGIONAL CHEMBER OF COMMERCE OF POZAREVAC AND "BANAT 22" FOR TOWN PANCEVO)</p> <p>CREATION OF PROMOTINAL PLAN FOR ATTRACTING OF FOREIGN INVESTMENTS FOR TOWN PIROT</p> <p>COORDINATION OF DIFFERENT PROJECTS FOR GROUP PROCESS</p>				
<p align="center">TECHNICAL SKILLS AND COMPETENCES</p> <p><i>With computers, specific kinds of equipment, machinery, etc.</i></p>	<p>COMPUTER LITERACY (MS OFFICE PACKAGE, ADOBE BASIC PACKAGE, INTERNET)</p>				
<p align="center">ARTISTIC SKILLS AND COMPETENCES</p> <p><i>Music, writing, design, etc.</i></p>					
<p align="center">OTHER SKILLS AND COMPETENCES</p> <p><i>Competences not mentioned above.</i></p>					
<p align="center">DRIVING LICENCE(S)</p>	<p align="center">B category</p>				
<p align="center">Page 5 - Curriculum vitae of [SURNAME, other name(s)]</p>					

ADDITIONAL INFORMATION

[Include here any other information that may be relevant, for example contact persons, references, etc.]

ANNEXES

[List any attached annexes.]