CURRICULUM VITAE

1.	**Surname:**	**Meskovska**
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3.	**Date of birth:**	19.09.1981
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6. **Education**

Institution	Queen Mary University of London (Chevening scholar)
From – To	2012 – 2013
Department	Management and Organizational Innovation
Degree to be obtained	**M.Sc.**
Research thesis	**Knowledge management strategies and activities for stimulating management innovation**

Institution	"Sts. Cyril and Methodius" University in Skopje - Faculty of Economy
From – To	2009 – 2012
Department	E – Business Management
Degree/diploma obtained	**M.Sc. in E - business**
Research thesis	**Information Security Management for e-Public Services**

Institution	"Sts. Cyril and Methodius" University in Skopje - Faculty of Electrical Engineering
From – To	2000 – 2005
Department	Electronics and Telecommunication
Degree/diploma obtained	**Bachelors of Science Degree in Electrical Engineering**

7. **Language skills** (marked 1 to 5 for competence)

Language	Reading	Speaking	Writing
Macedonian	Mother Tongue		
English	5	5	5
Italian	3	2	2
Serbian	5	4	3
Bulgarian	4	3	2
Albanian	2	1	2

8. **Membership of Professional Bodies:**
   o President of the Macedonian Chevening Alumni Association - MCAA
   o Readiness for Europe 2020 – RE2020
   o IT Service Management Forum Macedonia – itSMF Macedonia
     (Member of the Management Board -Chairman of the committee for membership)
   o Management Consulting Association - MCA2000
   o Macedonian Evaluation Network - MEN

9. **Skills**
   o Experienced in Risk Management and Business process modeling
   o Experienced in Project management and project management administration support
   o Experience in defining management processes and strategies for supporting organizational development
   o Experienced in analyses and comparative studies of laws, standards and methodologies
   o Experienced in training needs assessment and evaluation, design, development and delivery of tailor-made training and capacity building programmes

- Experienced in design and auditing of systems for managing personal data protection
- Experience with entrepreneur companies, start up centers and business incubators
- Trained for Entrepreneurship Educator
- Experienced in Internal auditing of management systems
- Experienced in development and implementation of Information Security Management Systems compliant with ISO 27001:2005, IT Service Management Systems compliant with ISO 20000:2011, Quality Management System compliant with ISO 9001:2008, Business continuity Management compliant with ISO 22301:2012

10. **Present Position:** Consultant and Quality and Information Security Manager
in *TRAJKOVSKI & PARTNERS CONSULTING*

11. **Years with Firm: 9**

12. **Key qualifications:**
- ICMCI Certified Management Consultant – CMC
- SkillSoft certified consultant for:
    - Consulting with the External Client
    - Internal Consulting for the Technical Professionals
- Trained and certified by T&P for Trainer and Consultant – *internal capacity building*
- ECQA Certified IT Security Manager and E-Security Manager
- Trained trainer for IT Security and E-Security Management
- ISO 27001 Lead auditor
- ECQA Certified e-Learning Manager
- SkillSoft certified for ITIL– Information Technology Infrastructure Library
- SkillSoft certified for ISO 9000:2000 Quality Management System Overview
- Certified for completion of Coneeect training programme (Educating Entrepreneurship Educators)
- Trained for EU funding and Project Proposal development
- Trained for: Project manager, Project design, Supervisor development
- Trained for Preparation of export plans and for Export promotion and internationalization for improving the competitiveness of the Macedonian SME's

13. **Specific project experience:**

Country	*Date from – Date to*	*Name and brief description of project*
Romania/Macedonia	October 2014 - May 2015	**EVAL COMP RO-MK - Partnership for strengthening of the evaluation capacities in Macedonia by promoting exchange of experience among VOPEs with regard to evaluators' certification of competences and networking** The objective of this project is to strengthen the institutional capacity of MEN in its various components and support MEN in the achievement of its strategic mission to develop occupational framework for evaluators. Activities included: Responsible for communication and dissemination, participation in the project meetings and workshops, preparation of communication plan, publication of contributions, dissemination.
Serbia	October 2014 - May 2015	**Business process modeling and upgrade of ISMS in AB Soft** The goal of the project is implementation of integrated management system (IMS) in the company taking into consideration the standards ISO9001:2008 and ISO27001:2013. Activities included: Project management, documenting business process model, documenting a quality management system; comprehensive framework for IMS consisted of ISO9001 and ISO27001; internal audit training, migrating ISMS to the new ISO27001:2013 and preparing the company for certification by an independent certification body.

Country	Date from – Date to	Name and brief description of project
Macedonia/UK	March – May 2014	**REG - Identification of IT quality standards and certifications** The project activities included conducting two surveys to identify the key IT industry standards and certificates that have impact on the quality of processes and productivity on companies operating in the ICT sector. The first survey was conducted through interviews in the target markets (United Kingdom + Ireland, Scandinavian countries, the Netherlands, Germany, United States, Turkey and Middle East). The second survey was conducted through online questionnaires in the region (Albania, Bosnia and Herzegovina, Kosovo, Macedonia and Serbia). Consequently, based on the two surveys, the greatest gaps in certifications that are yet to be obtained by regional companies were identified, so their competitiveness on the target markets could be significantly increased with such certificates. Activities included: Identifying the current trends in the IT industry standards, models and certification schemes required in the target market of United Kingdom and Ireland through interviews with representatives from relevant organizations. Preparartion of summary reports and analysis of the gathered data, and contribution to the preparation of the two deliverables – Targer market report and Regional market report with recommendation.
Serbia	May 2014 – September 2014	**Implementation of Integrated Management System in e-Port** Design and implementation of comprehensive framework for Integrated Management System consisted of ITSM - ISO 20000 and BCMS based ISO 22301 Activities included: development of framework for Integrated management system, design and delivery of training for the project team, documentation of the system, internal audit, and assessment of the preparedness for certification of implemented Integrated management system.
Macedonia	May 2014 – in progress	**Maintenance of the Information Security Management system in the Municipality of Veles** Activities included: assessment of the current situation, analyses of the non-conformities, defining corrective and preventive actions for dealing with the non-conformities, revision of risk assessment, training for risk assesmsnet and incident management procedure, conduct of internal audit of the ISMS.
Macedonia	December 2013	**External audit of the system for personal data protection of Makedonijaturist** The project objective was to review the compliance of the personal data protection documentation of the company with the requirements of the Macedonian personal data protection legislation. Activities: documentation review, review of the personal data collection and processing activities, interviewing authorized employees for processing of personal data, review of the technical and organizational measures, preparation of report.
Serbia	May 2013 – April 2014	**Implementation of Integrated Management System in Orion telekom** Design and implementation of comprehensive framework for Integrated Management System consisted of QMS based on ISO 9001, ISMS - ISO 27001, ITSM - ISO 20000 and BCMS based ISO 22301:2012 Activities included: development of framework for Integrated management system, documentation of the system, internal audit training, internal audit, and assessment of the preparedness for certification of implemented Integrated management system.
Macedonia	June 2012 – July 2012	**Preparation of documentation for Private data protection system in Inter Falco** *Activities included:* modification and upgrade of the existing documentation for personal data protection, preparation of the required documents for compliance with the Personal data protection law.
Macedonia	March 2012	**Training for information and knowledge management** Training for introduction to: basic concepts of information, knowledge and changes, systems for information, knowledge and change management. *Activities included:* market training needs assessment, design, development and realization of trainings.

Country	Date from – Date to	Name and brief description of project
Macedonia	December 2011 – June 2012	**Development of a Security Policy Study on the FZOM's IT System** Preparation of the Health Insurance Fund of Macedonia for implementation of a system for IT security management through • Analysis of the FZOM's current state in the sense of information security • Defining of a strategy and action plan for implementing an Information Security Management System according to the ISO 27001:2005 standard Activities included: communication management, scope definition, GAP analysis and assessment of the readiness for implementing of ISO 27001:2005, analysis of the current methodology for risk management, documenting a Methodology for risk management, preparation of action plan for implementation of a Information Security Management System, documenting a Manual for Information Security Management, design and delivery of trainings for FZOM's project team.
Serbia	June 2011 – March 2012	**Implementation of Integrated Management System in Alfa Digital and Xpro** Design and implementation of comprehensive framework for Integrated Management System consisted of QMS based on ISO 9001, ISMS - ISO 27001, SMS - ISO 20000:2011 and EMS based ISO 14001:2004 Activities included: project management, assessment of the readiness for establishment of integrated management system, development of framework for Integrated management system, business process modeling, documentation of the system, training for project team for documentation and implementation of the system, training of the internal audit team, internal audit, and assessment of the preparedness for certification of implemented Integrated management system.
Macedonia	March 2011 – June 2011	**IT Governance and IS Audit in Ministry of Information Society and Administration (MISA)** Activities included: audit and assessment of the adequacy of the organizational structure and responsibilities of MISA in terms of managing ICT in the context of ISO 38500 IT Governance; audit and assessment of practices and implemented controls for compliance with the requirements of ISO 27001 information security management system, identification of ICT areas that require MISA to pay attention in order to align them with best practices.
Macedonia	February 2010 – May 2010	**Development on by-law for security for the Law on Electronic Management** Activities included: participation in the Expert group for development of the Law on Electronic Management and the by-law for security of the information systems used in electronic communication.
Macedonia	2011	**Information security training** Training for introduction to: basic information security concept, risk management approach, best practices and information security controls Activities included: market training needs assessment, design, development and realization of trainings.
Macedonia	March 2011	**Workshop "Advanced Skills for Project Cycle Management"** Workshop for improvement skills for Project Cycle Management for employees of the Agency for support of entrepreneurship in RM and Ministry of Economy – Sector for entrepreneurship and competiveness. Activities included: Design and development of materials for preparation of participants for the workshop distributed before its beginning, design and development of training materials, as well as exercises for evaluation of concrete example and preparation of project application for CIP Programme.
Macedonia	November 2010 – November 2011	**Better Business Regulation (RIA 3 - BRE)** The general purpose of the project is to review the implementation of the regulatory reform in the business environment in order to improve it. The concrete goal of the project is: analyzes of the current institutional set-up and practices for regulatory reform, develop recommendations and action plan for their implementation, impact assessment on the application of RIA and strengthen the consultation process. Activities included: Design of questionnaires, conduct ENER analyses, prepare report, develop recommendations, prepare of manual for consultations.
Kosovo	August 2010 – October 2010	**Introducing CMC in Kosovo**

Country	Date from – Date to	Name and brief description of project
		The general goal of this project is to raise the consultants' capacity and take further steps towards accreditation of consultants in Kosovo from an internationally recognized accreditation institute, and to make an essential difference to the quality of consulting that local consultants provide to SME's in Kosovo. _Activities included:_ Design and delivery of trainings for preparation of local consultants on skills and standards required for the CMC certification process; skills necessary to design, manage and implement consultancy projects at high professional and ethical standard; and skills to manage consultancy companies; Increase awareness among local consulting community and clients of consulting services.
Macedonia	January 2010 – August 2010	**Harmonization of the national legislation with the Directive on recognition of professional qualifications 2005/36/EC** _Activities included:_ Preparing an analysis of the national legislation to determine the manners and strategies for most efficient transposing of Directive 2005/36/EC, preparation of Action Plan, Workshop for presenting the findings and conclusions of the process of analysis, Preparation of Regulatory Impact Assessment (RIA) regarding the Law on Recognition of Professional Qualifications.
Macedonia	December 2009 – May 2010	**Capacity building of the YES Companies for export of products and services** The purpose of this project is Developing capacities of the Start-up Companies for export of products and services thru organisational development and adoption of relevant aspects from the international best-practices. Activities included: training needs assessment, design, development and realization of trainings, provide sustainable improvement and higher level of maturity of the operational process of the start-up companies through couching and consulting services.
Kosovo	January – August 2009	**Implementation of integrated management system inclusive of QMS and ISMS in Cacttus** Activities included: project management, assessment of the readiness for establishment of integrated management system including Quality and Information Security Management Systems based on ISO9001:2008 and ISO27001:2005, development of framework for Integrated management system, business process modeling, documentation of the system, training for project team for documentation and implementation of the system, internal audit, and assessment of the preparedness for certification of implemented Integrated management system.
Macedonia	January 2009 – April 2009	**Establishment of IT Service Management System based on ISO20000:2005 in CaSys** Activities included: assessment of the readiness for establishment of ITSM System based on ISO 20000, framework development and documentation of the system (policies, plans, processes, procedures, records for IT service management), assessment of the preparedness for certification of implemented ITSM System.
Macedonia	September 2008 – December 2008	**UNDP Project - Desk Review of existing legislation and relevant planning documents concerning Crisis Management System** Activities _included:_ Review the existing legislation and relevant planning documents concerning the crises management process, their framework which influences on the function ability of the crises management processes. Identification of the existing roles, responsibilities, communication lines and coordination between relevant subjects of the crises management process. Review of the compliance (compatibility and operability) of the principles, organization and processes of the existing crises management system in Macedonia with the existing situation in the EU and international community. Results: prepared textual and graphical – matrix and network diagrams of the existing legal framework and relevant planning documents to determine the closed loop of activities; prepared network diagram with channels of information amongst the involved stakeholders with their responsibilities, dependencies and competencies.

Country	Date from – Date to	Name and brief description of project
Macedonia	June 2008 – September 2008	**Trainings for the stat-up companies in the YES Incubator on topic "Preparation for good collaboration":** 1. **Conceptual design of good presentation** 2. **Effective team work** 3. **How to become preferred partner** Activities *included*: training needs assessment, preparation of the training materials (presentations, handouts, exercises, and evaluation sheets), realization of the training and preparation of training report.
Macedonia	May 2008	**Comparative study of Bulgarian and Macedonian legislation covering information security aspects for Devoteam, Austia** *Activities included*: analysis of the current legislation in Macedonia and Bulgaria which refers to information security requirement especially aspects covered with the ISO 27001:2005 standard and preparation of comparative study.
Macedonia	January 2008 – April 2008	**Assessment of minimal security requirements and revision of the existing documentation for ISMS and ITSM of the Directorate for Money Laundering Prevention and Terrorism Financing** *Activities included*: assessment of the established security controls, assessment of compliance with Macedonian legislative, revision of the existing documentation (manual, policies and procedures) of the Information Security Management System based on ISO 27001 and IT Service Management System based on ITIL and aspects of ISO 20000, design and delivery of training for the employees.
Macedonia	September 2007 – March 2008	**Implementation of ISO27001:2005 Standard for HiTech** *Activities included*: risk assessment, design of framework for the ISMS, development of policies and procedures, preparation of the Information Security manual and design and delivery of training for the employees.
Macedonia	June - July 2007	**Pre-assessment for Implementation of ISO27001:2005 Standard for HiTech** *Activities included*: participation in the consulting sessions, analyzing the results from the assessment, assistance for preparation of the reporting documentation (Business Case).
Macedonia	June 2007 – July 2007	**Training for Managerial skills for middle level managers in public administration** (specialized management training for 1st category civil servants from the Sector for implementation of Ohrid Framework Agreement.) Overall goals – Strengthening of the participants' capacities and managerial skills, such as team work, time management, organizing administrative archive and correspondence, conflict management and facilitating skills. Main goals – improvement of managerial and administrative skills related to the everyday working. *Activities included:* Design and development of training program
Macedonia	2006	**Training for presentational skills for the talented employees in Makedonski Telekom** *Activities included:* Design and development of training exercises, prepration of training report
Kosovo	September 2006 – May 2007	**UMNIK EAR Project - CMIS - Assistance to the extension of Case Management Information System for Kosovo Judicial Council** *Activities included*: development of policies and procedures, preparation of manual for IT Service Management based on ITIL and aspects of ISO 20000, adjusted to ManageEngine ServiceDesk Plus software.
Macedonia	June – October 2006	**BSI – ISO 9001:2000 and ISO 27001:2005 Migration and Re – certification of Trajkovski & Partners Consulting Quality and Security Management System**. *Activities included*: revision and updating of the documentation, Internal Audit, Management Review Meeting organization, preparation of the reports and updating the records, participation in external audit as Quality and Information Security Manager and implementation of the external audit recommendations.
Macedonia	May – June 2006	**USAID MCA Project – Development of essential information security documentation for MARNet** – the registrar of the .mk domain and ISP for the academic community. *Activities included*: risk assessment, development of policies and procedures,

Country	Date from – Date to	Name and brief description of project
		manual preparation.
Macedonia	March – November 2006	**EAR – AML project: development capacity – supplies against money laundering**. Consortium partner in charge of establishing of Information Security Management System based on ISO 27001 and IT Service Management System based on ITIL and aspects of ISO20000 for the Agency for anti-money laundering. _Activities included_: provisional risk assessment, development of policies, procedures and preparation of the manual for Information Security and IT Service Management.
Macedonia	June – December 2006	**EAR Technical Assistance Project Preparation of DIS Phase - 2 Training and IT Support to Ministry of Finance (CFCU and NF)**. Consortium partner in charge of establishing of IT Service Management System based on ITIL and aspects of ISO20000 _Activities included:_ development of policies, procedures and, preparation of the IT Service Management Manual in Ministry of Finance (CFCU and NF), including Continuity and Security Management of IT System and end users and IT specialists training for implementation.

14. Professional Experience Record

From – to	June 2006 – Present
Location	Skopje, Macedonia
Organization	Trajkovski & Partners Management Consulting
Position	**Quality and Information Security Manager**
Description	• Maintenance of the T&P Integrated Quality and Information Security Management System • Continual improvement of the Integrated Management System • Organization and coordination of regular Management reviews and Internal audits of the Integrated Management System
Position	**Consultant / Trainer**
Description	• Preparation of proposals • Delivery of consulting engagements • Development and Implementation of Integrated Quality, Information Security and IT Service Management Systems; • Development and delivery of tailor based training modules.

From – to	January 2006 – June 2006
Location	Skopje, Macedonia
Organization	AD Makedonski Telekomunikacii
Department	Key Customer Business Centre / Sales Support Department
Position	**Sales Support Specialist**
Description	• Assessment of the client's technical availabilities • Designing of specific technical solutions for key customers

From – to	February 2005 – December 2005
Location	Skopje, Macedonia
Organization	Trajkovski & Partners Management Consulting
Position	**System Administrator / Office manager**
Description	• Installation and maintenance of the IT system: system software, IT network, applicative SW, security controls, protection from harmful software and regular backup of the server data etc. • Office administration and documentation

From – to	June 2004 - February 2005
Location	Skopje, Macedonia
Organization	ELKOMA SS Audio & Video Engineering Company
Position	**System Administrator / Office manager**
Description	• Installation and maintenance of the IT system • Office administration and documentation • Contact with home and foreign companies, responsible for equipment orders