

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name
Address
Telephone

E-mail

Nationality

Date of birth



GLIGORIC MARIJANA
11000 BELGRADE, SERBIA
Mobile: +381 (0) 63 345 845

marijana.gligoric@yahoo.com

Serbian

[31.01.1979.]

WORK EXPERIENCE

- Dates (from – to)
- Name and address of employer

- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

- Dates (from – to)
- Name and address of employer

- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

November 2013 - present
Language Solutions Studio
Nebojšina 53
11000 Belgrade, Serbia

Translations

CEO and Translator

*Translation of documents from English and French into Serbian

*Subtitling of TV series for renewed Serbian agencies

*Interpretation at study visits (for NGO ASTRA, in December 2013, Paris, France)

*fundraising manager

September 2005 – November 2013
NGO ASTRA – Anti Trafficking Action

www.astra.rs

11000 Belgrade, Serbia

Non-governmental organization

Coordinator of Networking Programme and EU funded projects

*coordination of national ASTRA network of 11 different NGOs from different towns in Serbia

*liaison officer for international networks (FLARE, ACTA, OMCT, Y-PEER)

*fundraising manager

*project coordinator for Delegation of the EC to the Republic of Serbia funded projects (ex: "Improvement of Mechanisms of Cooperation between NGOs and Institutions at the Local Level for More Adequate Victim Assistance", "Stop Trafficking of Children", "Make It Work – Stop Trafficking and Exploitation of Workers")

*organization of seminars, trainings, round tables, street actions, and participation in similar events organized by other organizations

*reporting

*interpreter/translator for French and English

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
 - Main activities and responsibilities

DECEMBER 2004 – JANUARY 2006

Telekom Srbija

2 Takovska str.
11000 Belgrade, Serbia
Yellow pages

Advertising manager

*sale of marketing adds for regional issue of Yellow pages

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
 - Main activities and responsibilities

APRIL 2001 – SEPTEMBER 2002

Infograf

Sqare Vuk Karadzic
15300 Loznica, Serbia
Computer equipment distribution

Office manager

*administration
*sale of computers and computer equipment

EDUCATION AND TRAININGS

CERTIFIED MOOCs:

- Dates (from – to)
- Name and type of organization providing education and training
 - Principal subjects/occupational skills covered

April-June 2014
European University Institute (MOOC through Iversity)

The European Union in Global Governance

- Dates (from – to)
- Name and type of organization providing education and training
 - Principal subjects/occupational skills covered

March-May 2013
MIT – Massachusetts Institute of Technology (MOOC through Edx.org)

The Challenges of Global Poverty

- Dates (from – to)
- Name and type of organization providing education and training
 - Principal subjects/occupational skills covered

May-June 2013
Stanford University (MOOC through Coursera)

Child Nutrition and Cooking

Trainings:

- Dates (from – to)
- Name and type of organization providing education and training
 - Principal subjects/occupational skills covered

2005 – 2009

Within trainings in NGO ASTRA :

- 2009. Training on security, terrorism and organized crime in the region of Western Balkans
- 2008. Training: organizational culture
- 2008. History of feminism
- 2008. Protection of mental health of assistants working with human trafficking victims
- 2007. Anti stress management (ASTRA /CARE Int)
- 2006. Approach and counseling – work on SOS hotline («HRABRI TELEFON» Zagreb)
- 2006. Project cycle management. Managing finances and fundraising. (ASTRA/ACTA EU CARDS program)
- 2006. Strategic planning (ASTRA/ACTA EU CARDS program)
- 2005. Human trafficking – understanding the problem (for the representatives of media & NGOs) (BBC/ASTRA)
- 2005. Aspects of human trafficking (NGO ASTRA)

Education:

- Dates (from – to)
- Name and type of organization providing education and training
 - Principal subjects/occupational skills covered
- Title of qualification awarded

1997-2002

University of Novi Sad, French language and literature cathedra (diploma exam to be completed)

- *Translations from and into French, English, Italian and Latin language.
- *Methodology of work in schools for teachers of foreign languages.

Teacher and translator for French, English, Italian and Latin language

- Dates (from – to)
- Name and type of organization providing education and training
 - Principal subjects/occupational skills covered

2002 – 2003

École "France Langue", Paris, France

Diplôme de Français Professionnel, option Affaires

- Title of qualification awarded

Translator

PERSONAL SKILLS AND COMPETENCIES	
MOTHER TONGUE	SERBIAN (B/C/S)
OTHER LANGUAGES	
<ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills 	ENGLISH excellent excellent excellent
<ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills 	FRENCH excellent excellent excellent
<ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills 	ITALIAN excellent good basic
SOCIAL SKILLS AND COMPETENCIES	Team work: able to comply easily with any team. Work experience with people of different nationalities, age, etc. Intercultural skills: I am experienced at working in a European dimension such as being the liaison officer in ASTRA (Serbia) for different network of NGOs (for example, FLARE network of over 50 NGOs from 27 countries).
ORGANIZATIONAL SKILLS AND COMPETENCIES	Project manager on EU funded projects. Duties completed within projects are different, such as organization of trainings for ASTRA network members, organization of meetings of regional coordination centers of ASTRA network, organization of round-tables, administration of workshops, coordination of research, coordination of media campaigns, organization of international conference, coordination of teams for different brochures, reports, research, manuals, focus groups etc., reporting on both financial and narrative report toward donor, entire administration of the projects.
TECHNICAL SKILLS AND COMPETENCIES	Microsoft Office, Internet (Explorer, Mozilla Firefox, Opera, Google Chrome), Adobe; Translators' (CAT) tools: Wordfast, Subtitle Workshop, SPOT Subtitling System
PUBLICATIONS	<ul style="list-style-type: none"> • Human Trafficking in the Republic of Serbia: report for the period 2000-2010 • ASTRA - Manual for Journalists • Peer Education Manual with the analysis of best practices of preventive and educational workshops
DRIVING LICENCE(S)	Category B, acquired in 2002.