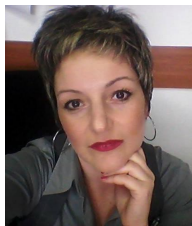


PERSONAL INFORMATION



Liljana Pecova Ilieska

📍 1000 Skopje (former Yugoslav Republic of Macedonia)

☎ +389 71 276 151

✉ liljana.pecova@gmail.com

Sex Female | Nationality of the former Yugoslav Republic of Macedonia

WORK EXPERIENCE

2013–Present

Public Relations department manager/Communication Expert

Directorate for Personal Data Protection, Skopje (former Yugoslav Republic of Macedonia)

- Preparing Communication strategies and action plans for the public communication & information;
- Organizes press conferences and other events; Prepares materials related to public information
- Perform forecasting and risk assessment, monitoring and reporting of potential or identified risks to communication loss
- Chief-In-Editor for the E-Newsletter
- Brief and Concept preparation for Media/Producing Communication Messages in relation to Target groups; Campaign implementation
- Coordination with journalists/press release development
- Content writer/social media marketing/Press coverage organization
- Digital literacy Training for media/Data Privacy Protection Training for media stakeholders

2003–2013

Correspondance Expert/National Coordinator

Ministry of Internal Affairs, Skopje (former Yugoslav Republic of Macedonia)

- Creating a Correspondance plan for establishing working relationship between two or more organizations to their mutual benefit.
- Correspondence/ content editor
- Organization and preparation of public communique of the entity
- International and inter-institutional correspondence & communication with foreign diplomatic representatives;
- Event organizer and PR protocols preparation

EDUCATION AND TRAINING

2011–2013

M.A. in Philological Science

Faculty for philology – “Blaze Koneski” Skopje, Skopje (former Yugoslav Republic of Macedonia)

- Writing strategies
- Content related towards the reader
- Communication's Functionalities

2014

Programming and strategic planning IPA

Secretariat for European Affairs, Skopje (former Yugoslav Republic of Macedonia)

2014

Certificate for Trainer for young people

Center for Intercultural Dialogue /OSCE Mission to Skopje, Kumanovo (former Yugoslav Republic of Macedonia)

- 2015 **Certificate for Trainer for Trainees**
OSCE Mission to Skopje /Directorate for Personal Data Protection, Skopje (former Yugoslav Republic of Macedonia)
- 2015 **Certification for Mentor in Companies**
USAID - Youth Employability Skills Network /YES project, Skopje (United States)
- 2016 **Certificate for negotiating skills, global threats and EU institutions**
Secretariat for European Affairs, Skopje (former Yugoslav Republic of Macedonia)

PERSONAL SKILLS

Mother tongue(s) Macedonian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2		C2
Serb-croatian	C2	C2	C2	C2	C2
Bulgarian	B2	B2	B2	B2	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Organisational / managerial skills

- Currently coordinating 21 high schools, 750 students and managing the consisting of 40 coordinators and project donors
- High level organized events/Ministerial Conferences/Forums
- Monitoring and Coordinating Campaigns/Events

Job-related skills

- Mentoring skills (around 30 people were under direct mentorship during campaign/project organization and implementation)
- Conflict resolved techniques through listening and communication
- Quality assurance (through continual analyses and prior standard implementation)
- moderating several high-level conferences

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user		Proficient user

Digital competences - Self-assessment grid

MS office (Word, Excel, Power point, Internet explorer, Outlook)

Other skills

- Book review writer (passionate about reading/writing strategies) and educating young people how to read the book/urging the young population to read more through my Review Stories
- Volunteering (helping persons with disabilities through training on being safe on internet)

Driving licence B

ADDITIONAL INFORMATION

Projects/Publications/Expertise

-
- **Project Expert** in Grant Agreement 2015-1-MK01-KA203-002856 job ToR: Preparation of the Postgraduate curriculum and courses syllabi "Innovative postgraduate programme: Addressing market needs and pioneering new delivery modes" ERAZMUS+
- **Communication and Media Expert** for the project „Taking the Road to Employment – Developing new skills and Knowledge of Unemployed Person"- Erasmus + (creating media plan and communication messages for the project stakeholders, visibility of the project)
- **Project Manager** of "Privacy Lessons" (education based project) ToR: Management and Coordination/Communique/Organization of lectures, providing training to high school students and teachers; building network for project communication, collaboration with NGOs, fund finding, etc. <http://dzlp.mk/en/node/2904>
- **Strategy Analyst Expert** ToR: to design the methodology and provide with Analytical Report on the level of Strategy implementation; implementation of the analytical process; preparation of set of Recommendations
- **Publication** -"Establishing the South East Europe Women Police Officers Network – research findings" – Study published September 2010 <http://www.seesac.org/Gender-and-Security/> (member of the group of Researchers)
- **Parent's Guide to Protecting Children's Privacy and Personal Data on the Internet - Leading Expert**
- *Research on the level of awareness of students in the area of data protection, privacy, hate speech and social media -Leading expert*
- **Research** on the level of awareness of parents of children in primary and high school in the area of data protection, privacy, hate speech and social media- Leading expert
- **Research on Institutional Brand Awareness - Leading expert**
- **Certified Mentor** within companies to work with students with disability, implemented by the USAID project YES with the specific modules include> Inclusion and assistive technology Preparation activity for inclusion of persons with disabilities to job practicing Recommendations for on the job adaptation Possible aspects of on the job interventions/ Monitoring and record keeping of the progress made
- **National Strategy for Youth WG Member** ToR: creation and implementation of monitoring measures/goals, indicators within the Strategy paper;
- **Monitoring Officer** of the implementation of the measures of the Strategy paper
- **Trainer** - Education of target group of teachers/professors/students/youngsters on the topics of media literacy, data protection, privacy, safe on internet, social media, communication tools, content writing. Preparation/design of the agenda, session outline and training material, test for level of awareness.
- **ToT expert**

Certificates and References Available on request