

Curriculum Vitae

Personal information

First name(s) / Surname(s)	Marija Grujić	
Address(es)	66, Sime Igumanova, 11000, Belgrade, Serbia	
Telephone(s)	+381 11 391 997	Mobile: +381 69 416 6964
Fax(es)	+381 11 391 997	
E-mail	marija@dti.org.rs	
Nationality	Serbian	
Date of birth	April 4 th , 1969	
Gender	Female	

Position **TRAINER, COACH and PROJECT MANAGER**

Work experience

Dates	June 2009- present
Occupation or position held	Trainer, coach and project manager
Main activities and responsibilities	<p>Trainer, mentor and coach to 150 CSO leaders, organized by the City of Belgrade; topics: management of the IPA funded projects, fund-raising and networking.</p> <p>Trainer and mentor to 25 environmental organizations from Serbia and Montenegro, organized by the IUCN.</p> <p>Consultancy (training, mentoring and coaching) for the partners (municipalities and CSOs) in all the phases of the Project Cycle Management in accordance with the EU Guidelines in Serbia and Bosnia and Herzegovina;</p> <p>Preparation and management of internationally funded projects, including regional, multi-partner and cross-border projects:</p> <p>Project manager of IPA Cross-border Project (Serbia and Hungary) "Cinema Contact"</p> <p>Project manager of IPA Cross-border Project (Serbia and Bosnia and Herzegovina) "Active cross border youth exchange";</p> <p>Facilitator and trainer in the process of strategic, action planning and the development of the Local government White Book.</p> <p>Coordinator of the National Platform for Socially Responsible Waste Management- facilitator of social dialog of more than hundred stakeholders, from three sectors, including informal collectors</p>
Name and address of employer	Democratic Transition Initiative (DTI), Miće Popovića 9, Belgrade
Type of business or sector	Civil Society Organisation
Dates	January 2008- December 2009
Occupation or position held	Project manager and trainer

Main activities and responsibilities	Trainer for local governments leaders topics: project cycle management, strategic planning and program based budgeting; Trainer and facilitator in the process of strategic planning in Belgrade Municipality Savski Venac; Preparation and management of internationally funded projects related with the local government development and international development assistance policies and programs, including regional and multi-partner projects: Project Coordinator of the regional New Local Development Agenda project, encompassing Serbia, Bosnia and Herzegovina, Croatia and Macedonia, partnering with the regional CSOs and National Associations of Local Governments; Project Coordinator of the Public Private Partnership project, aiming at introducing new concept to the three sectors; Coordinator and facilitator of expert groups and regional discussions on the draft Law on Emergency Situations, which was passed on December 29, 2009..
Name and address of employer	PALGO Centre, Knjeginje Ljubice 14, Belgrade
Type of business or sector	Civil Society Organisation
Dates	January – December 2007
Occupation or position held	Trainer and project manager
Main activities and responsibilities	Training design and training delivery: Project Cycle Management, Strategic planning and Program based budgeting at Regional level for the clients: UNDP, SCTM and USAID in Serbia and Macedonia. UNDP Senior Expert and trainer in 13 municipalities of Jablanicko-Pcinjski Region in the process of strategic planning; Preparation and management of the internationally funded projects for the clients- municipalities; Consultancy for the clients/municipalities in all the phases of the project cycle management.
Name and address of employer	Urban Rural Consulting
Type of business or sector	Consulting Company, LLC
Dates	June - December 2006
Occupation or position held	Project manager
Main activities and responsibilities	Preparation of the investment proposals and analysis for the investors, for Serbian and Montenegrin market; Facilitation in the process of negotiation between investors and local stakeholders.
Name and address of employer	Investment Fund „Emerging Markets Advisory Corporation“- EMAC, Edinburgh, branch office in Novi Sad, Ruđera Boškovića 2
Type of business or sector	Investment Fund
Dates	July 2004 – June 2006
Occupation or position held	Advisory Centre Director and Membership Services Committee Secretary
Main activities and responsibilities	Developing the mechanisms for providing the training and advisory services to 163 Serbian municipalities; Local administrations capacity building through the training services: training delivery in Project Cycle Management and Strategic planning. Advisory services for the municipalities in the process of institutional establishment and development of the local Project Management Units. Facilitation of working and focus groups, round tables and dialogues between central and local government.
Name and address of employer	Standing Conference of Towns and Municipalities- SCTM, Makedonska 22, Belgrade
Type of business or sector	National Association of Local Governments
Dates	June 2002- June 2004
Occupation or position held	Advisor to the Provincial Secretary for Local Self-Government

Main activities and responsibilities	Consulting inputs to the Provincial Secretary on issues of strategic development of local government in Vojvodina; Coordinator and the author of the project Development Network of Vojvodina, aimed at functional establishment of Project Management Units in 18 developing municipal administrations in Vojvodina - from needs analysis, delivery of the training of trainers, establishment and development of PMU in 18 developing municipalities. Organising training sessions and delivering trainings and materials for representatives of local governments (Project Cycle Management and Network Management). Author and coordinator of OSCE Program of Internship in Executive Council and Vojvodinian Parliament; organization and monitoring the overall process, coordination between the donors, the University and the Executive Council of Vojvodina. This program is functional until the present day.
Name and address of employer	Executive Council of Vojvodina, Provincial Secretariat for Local Self-Government and Inter-Municipal Cooperation, Mihajla Pupina 16, Novi Sad
Type of business or sector	Provincial Government
Dates	1992-2002
Occupation or position held	Teacher of mathematics
Main activities and responsibilities	Teacher of mathematics in the public school from 1992 until 1996. Organization of the overall process in the private school, department for the entrance examinations from 1992 until 2002. Teacher of mathematics for the future students in the private school.
Name and address of employer	High School of Electrical technology "Mihajlo Pupin" and Private school of foreign languages and preparatory activities for entrance examinations "International", Department for entrance examination preparation, Novi Sad
Type of business or sector	Public and private school
Education and training	
Dates	February 2009- October 2011
Title of qualification awarded	NLP trainer and Master in NLP (Neuro Linguistic Programming)
Principal subjects/occupational skills covered	Advanced communication, personal and professional development, group dynamics, motivation, goal setting, high performance of various teams, negotiations etc.
Name and type of organisation providing education and training	NLP Institute, Belgrade
Level in national or international classification	Certified by the IANLP (International Association of Neuro Linguistic Programming).
Dates	September 2005, October 2004, January 2004 -February 2004
Title of qualification awarded	International Regional Training Courses "Regional Development and Regional Marketing– Branding of Products and Regions"
Principal subjects/occupational skills covered	Introduction and overview of the relevant EU Council Regulations Concept and instruments of network management Concept of EU structural funds Network management Best practices concepts Exchange of experiences and know-how an actual experiences and new initiatives of regional development Branding and marketing in the Balkan Region.
Name and type of organisation providing education and training	Inwent, Capacity Building International, German Federal Ministry Department for Economic Cooperation and Development (BMZ) in charge of dialog and training, Leipzig, Germany

Dates	November 2004
Title of qualification awarded	International Capacity Building Training "Implementing Local Development Strategies"
Principal subjects/occupational skills covered	Local development plans and their implementation, Action planning and Strategy documentation, Stakeholders in a system of Multi-level Governance, Partnerships in local development
Name and type of organisation providing education and training	OECD (Organization for Economic Co-operation and Development) and LEED Programme (Local Economic and Employment Development Programme), Trento, Italy
Dates	May-October 2003
Title of qualification awarded	Training Course "Local Government Policy and Program"
Principal subjects/occupational skills covered	Local government system Local public financial system Local civil service personnel system Local tax system Rural area development policy Agricultural development Environmental issues in regional development <i>New Public Management</i>
Name and type of organisation providing education and training	Local Autonomy College, Tokyo supported by Japan International Cooperation Agency, founded by Japanese Ministry for Foreign Affairs
Dates	May 2003
Title of qualification awarded	Expert examination for employees in state administration and local governments
Principal subjects/occupational skills covered	State administration Administrative procedure Labor law Constitutional law Office operations
Name and type of organisation providing education and training	Executive Council of Vojvodina
Dates	August 2002
Title of qualification awarded	Training for public administration employee trainer
Principal subjects/occupational skills covered	Public presentation, workshop facilitation, team building process and solving of conflicts
Name and type of organisation providing education and training	Development Alternatives Inc. and National Democratic Institute for International Affairs
Dates	1987-1992
Title of qualification awarded	B.Sc. in mathematics (Teacher of Mathematics)
Name and type of organisation providing education and training	University on Novi Sad, Faculty of Mathematics and Natural Sciences

Personal skills and competences

Mother tongue(s)
 Other language(s)
 Self-assessment
 European level (*)
English Language
Hungarian Language

Serbian

Understanding		Speaking		Writing			
Listening		Reading		Spoken interaction		Spoken production	
	C2		C2		C2		C2
	B1		A2		B1		A2

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

Twenty years of professional experience and intensive communication with various representatives of the public, private and civil sector Balkan-wide, combined with the NLP Trainer course and Master in Neuro Linguistic Programming and advanced communication, have developed an extraordinary communication, social and presentation skills and competences.
 Highly energetic, enthusiastic, resourceful, self-motivated person, able to motivate team members, interested in goal setting and finding solutions; network manager and impulse of numerous national, regional and even trans-continental networks.
 Education and work in international environment supported my ability to adapt to multicultural environments and utilized my teamwork capacity.
 Excellent lecturer, capable of presenting very abstract and complex matter in a simple manner.
 Excellent sense of organization, responsibility and effective interpersonal relationships;
 Outstanding literacy (administrative and literature) in Serbian and English.

Organisational skills and competences

Ten years of professional experience as a project manager, programme and network coordinator highly developed my organisational skills in a result and people oriented working style and developed huge resources for crisis and conflict management.

Computer skills and competences

MS-Windows, MS-Office, Power Point, Internet, prezi.com

Artistic skills and competences

In 1983 I completed elementary music education.
 Writing novels, essays and artistic correspondence with my numerous friends world-wide are the fields of my artistic expression.

Other skills and competences

Throughout my education, sports activities, hobbies and being employed, I developed a strong sense for organisation, responsibility, motivation and effective interpersonal skills, the ability to innovate and the ability to contribute to teamwork.
 I have established very good/ excellent relations with various and numerous representatives of local, Provincial and Republic Government in Serbia and Balkan, CSOs and private sector, as well.
 Having attended numerous seminars with counterparts from other Balkan countries, I am very much familiar with the situation in the Region, especially in the sense of preparation, management and implementation of multi-partner projects.
 I am included in a number of networks, many of which I have founded myself. Their members are representatives of local, Provincial and Republic authorities, CSOs representatives, experts form Universities and institutes, colleagues form SEE Region, the donor community. Thanks to my specialist studies in Japan, colleagues from all over the world are involved in this widespread network.
 I was grown up in the multicultural environment, and I have spent last years in the international environment, as well. I have skills for successful communication with various cultures and social groups.
 During my education and studies, I regularly participated in competitions in mathematics and physics, up to the international level.
 I was a former SFRY representative at XIII International Students Competition of Mathematics, held in Belgrade in 1988.
 During my studies, I was a beneficiary of scholarship intended for talented students.

Driving licence | Driving licence B category

Additional information

Mr. Danko Runić

Director of the Agency for Cooperation with CSOs and European Harmonization of the City of Belgrade

Mobile: 063 375 946

e-mail: danko.runic@beograd.gov.rs

Ms. Jelena Nešić

Director of the Democratic Transition Initiative

Mobile: 063 248 644

e-mail: jelena@dti.org.rs

Mr. Dušan Damjanović

Director of the PALGO Center

Mobile: 064 212 7737

e-mail: dusan.damjanovic@palgo.org

Signature