

**EUROPEAN
CURRICULUM VITAE
FORMAT**



JOB REFERENCE NUMBER

PERSONAL INFORMATION

Name

[SURNAME, other name(s)]

Ana Bu

Address

[House number, street name, postcode, city, country]

17 Slovačka Street, 21000 Novi Sad, Serbia

Telephone

+381 (0)69 124 24 91

Fax

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E-mail

anabu@sbb.rs

Nationality at birth

Yugoslav

Present nationality

Serbian

Date of birth [Day, month,
year]

10.12.1946

Place of birth

PANČEVO, SERBIA

Sex

Male

Female

Marital status

Single

Married

Widowed

Divorced

Separated

WORK EXPERIENCE

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

• Dates (from – to)

1993-2011

• Name and address of
employer

Ecumenical Humanitarian Organization, Novi Sad, Ćirila I Metodija 21

• Type of business or sector

Non-profit organization

• Occupation or position held

Project coordinator (from 1993-1998), program coordinator (1998-2008), acting director (2008-2009), deputy director (2009-2011)

• Main activities and
responsibilities

Planning and coordinating different projects, with different target groups (refugees, Roma, IDP's, persons with disability and other vulnerable groups)
Managing human resources in EHO (27 permanent staff members), fundraising

• Dates (from – to)

1998-PRESENT

• Name and address of employer	Civic Initiatives, TIM TRI (pool of trainers)
• Type of business or sector	Non-profit organization
• Occupation or position held	Trainer& facilitator
• Main activities and responsibilities	Training planning, delivering and reporting on more than 200 trainings. Basic & advanced training courses, in the country and in the region (on organizational and project management, human resource management , fundraising, strategic planning, advocacy, writing project proposals for the EU, network management) Facilitating different events, workshops etc. Facilitation of strategic planning for local and international NGOs.

• Dates (from – to)	1972-1993
• Name and address of employer	Neimar, Novi Sad
• Type of business or sector	Architectural bureau
• Occupation or position held	Interpreter
• Main activities and responsibilities	Working as interpreter and foreign correspondent. COllecting and sharing information and documentation on building and architectural issues

EDUCATION AND TRAINING

[Add separate entries for each relevant course you have completed, starting with the most recent.]

• Dates (from – to)	2005
• Name and type of organization providing education and training	Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) Partners for Local Development Foundation - FPDL
• Principal subjects/occupational skills covered	Ethnic Diversity and Conflict Management Training of Trainers
• Title of qualification awarded	Certified trainer for ethnic diversity and conflict management
• Level in national classification (if appropriate)	

• Dates (from – to)	1996-1999
• Name and type of organization providing education and training	European Women's College, Zurich, Switzerland
• Principal subjects/occupational skills covered	Women Studies
• Title of qualification awarded	Diploma of the Feminist Compact Studies, two years program

• Level in national classification (if appropriate)	
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• Dates (from – to)	June 1999
• Name and type of organization providing education and training	Christian Aid, UK
• Principal subjects/occupational skills covered	Advocacy training in Bangalore, India
• Title of qualification awarded	Certificate on completed training
• Level in national classification (if appropriate)	

• Dates (from – to)	1997-1998
• Name and type of organization providing education and training	Charities Evaluation Services & OXFAM
• Principal subjects/occupational skills covered	Training of Trainers
• Title of qualification awarded	Certified trainer in NGO development
• Level in national classification (if appropriate)	

• Dates (from – to)	1997-1998
• Name and type of organization providing education and training	Women Studies and Research, Novi Sad
• Principal subjects/occupational skills covered	Alternative women studies, two year program
• Title of qualification awarded	Diploma of the Women Studies
• Level in national classification (if appropriate)	

• Dates (from – to)	1997
• Name and type of organization providing education and training	World Council of Churches, Geneva
• Principal subjects/occupational skills covered	Project management training course
• Title of qualification awarded	Certificate on completed training

• Level in national classification (if appropriate)	
• Dates (from – to)	August 1994- October 1994
• Name and type of organization providing education and training	Conference of European Churches & Swiss Interchurch Aid
• Principal subjects/occupational skills covered	Training course for Ecumenical Refugee Work in Central and Eastern Europe
• Title of qualification awarded	Certificate on completed training
• Level in national classification (if appropriate)	

• Dates (from – to)	1979-1980
• Name and type of organization providing education and training	Institute for political studies
• Principal subjects/occupational skills covered	Politics, Economy, Sociology, History
• Title of qualification awarded	Diploma on completed political studies (one year program)
• Level in national classification (if appropriate)	

• Dates (from – to)	1967-1971
• Name and type of organization providing education and training	Faculty of Philosophy, German department
• Principal subjects/occupational skills covered	German language and literature
• Title of qualification awarded	BA, Professor of German language
• Level in national classification (if appropriate)	VII

• Dates (from – to)	1965-1967
• Name and type of organization providing education and training	Faculty of Civil engineering , Belgrade University

• Principal subjects/occupational skills covered	Technical and engineering subjects and skills
• Title of qualification awarded	-
• Level in national classification (if appropriate)	

PERSONAL SKILLS AND COMPETENCES
 Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE	Hungarian
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OTHER LANGUAGES

[Indicate level: excellent, good, basic.]

[Specify language]	English	German			
• Reading skills	Excellent	Excellent			
• Writing skills	Excellent	Excellent			
• Verbal skills	Excellent	Excellent			

SOCIAL SKILLS AND COMPETENCES 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.	[Describe these competences and indicate where they were acquired.] Well developed organizational and interpersonal skills Excellent communication and negotiation skills Ability to work in stressful environment
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ORGANISATIONAL SKILLS AND COMPETENCES Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.	[Describe these competences and indicate where they were acquired.] Management and leadership skills
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<p>TECHNICAL SKILLS AND COMPETENCES With computers, specific kinds of equipment, machinery, etc.</p>	<p>Fully competent in use of Microsoft Office packages (Word, Excel, PowerPoint)</p>
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<p>ARTISTIC SKILLS AND COMPETENCES Music, writing, design, etc.</p>	<p>[Describe these competences and indicate where they were acquired.] -</p>
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<p>OTHER SKILLS AND COMPETENCES Competences not mentioned above.</p>	<p>[Describe these competences and indicate where they were acquired.]</p> <ul style="list-style-type: none"> • Extensive knowledge of NGO sector in Serbia and in the region (working in the NGO sector for 19 years and delivering trainings for NGOs for 14 years) • 19 years of experience working with marginalized groups (especially with elderly, women, PWDs and Roma) • 12 years of experience and expertise on grant-making process & strategies and grant decisions making (as coordinator of the EHO Small project fund - with more than 300 projects screened, awarded and monitored, and with 50 training courses delivered, which built the capacity of more than 700 NGO activists). • 14 years of experience working as trainer, facilitator, evaluator, consultant and mentor for local as well as international organizations. Field of expertise: strategic planning, project cycle management, advocacy. • Adviser of the BCIF for Vojvodina (1999/2000) and member of Grant Committee, Balkan Community Initiatives Fund (BCIF), Serbia • Experience in working with women NGOs - founder, president (present) of the assembly and former board member of the "Women Studies and Research" in Novi Sad • Mentoring Roma women leaders for SPOLU, The Netherlands
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<p>DRIVING LICENCE(S)</p>	<p>YES</p>
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ADDITIONAL INFORMATION	<p>[Include here any other information that may be relevant, for example contact persons, references, etc.</p> <p>Publications</p> <p>1997 – Handbook for volunteers (co-author, editor and translator) 2002 – Handbook on diaconia (author, editor and translator) 2002 – Building bridges in PME (editor and consultant) 2007 – Manual for women NGO activists (co-editor) 2010 – Manual on writing project proposals for the EU (co-author)</p> <p>Recognitions and awards</p> <p>2005 - One of the 1000 women (and one of five from Serbia) nominated for the Nobel Peace Prize 2005, www.1000peacewomen.org 2006 – Received the annual award of the Government of Autonomous Province Vojvodina in the area of gender equality</p> <p>References: Dubravka Velat, Civic Initiatives, Belgrade</p>
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Annex 1: Specific experience in the region:

Date from - Date to	Country
1993-present	Hungary (Coordinating emergency and development projects implemented in cooperation with Hungarian Interchurch Aid)
2003-2004	Romania, Macedonia - organizing and delivering trainings on PCM in English (together with Danish partners) for NGOs from Romania and Macedonia
1997-present	Croatia & Bosnia and Herzegovina Coordinating repatriation projects as partner of the Lutheran World Federation (LWF) Designing & Delivering leadership training for the staff of LWF
1993-1998	Kosovo - cooperation with the NGO "Mother Theresa" from Pristine on implementation of emergency projects
1993-present	Sandzak – cooperation with "Merhamet" from Novi Pazar on implementation of emergency projects. Delivering training on PCM for the Merhamet staff

Annex 2: Training experience in specific areas (the list is not exhaustive):

Area	Description
Network planning and management	Networking and coalition building (for ILO-Information and learning network for SEE), 2006 Basics of network planning and management (for the network of Vojvodinian SOS hotlines), 2011
Advocacy	Advocating for the labour rights of people with disabilities (training held within a project funded by the EU), 2011 Advocating for the rights of underrepresented groups (for activists of Roma NGOs), 2006, 2007 and 2008 Advocacy – as one of the modules within a capacity building program for Roma organizations in municipality Žabalj (2010) and Bečej (2011)
Strategic planning	Facilitating the process of strategic planning in following organizations: Citizens Pact (2003), Bread of Life (2004), Caritas for Serbia and Montenegro (2004), Centre for Trauma (2005), Institute for Culture of Ruthenians in Vojvodina (2009).