

**EUROPEAN
CURRICULUM VITAE
FORMAT**



JOB REFERENCE NUMBER

PERSONAL INFORMATION

Name

[SURNAME, other name(s)]

Subotic Vedrana

Address

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

Majevickih Brigada 4/4, Dvorovi, 76 300 Bijeljina, Republika Srpska, BH

Telephone

+387 65 783 057

Fax

None

E-mail

vedrana_subotic@yahoo.com

Nationality at birth

Yugoslavia

Present nationality

BH

Date of birth [Day, month, year]

March 6, 1981

Place of birth

SARAJEVO

Sex

Male

Female

Marital status

Single

Married

Widowed

Divorced

Separated

Dependants

Name

Date of birth [Day, month, year]

Relationship

WORK EXPERIENCE

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

• Dates (from – to)	2006 – 2008, 2010 - PRESENT
• Name and address of employer	HELSINKI COMMITTEE FOR HUMAN RIGHTS IN REPUBLIKA SRPSKA, RACANSKA 31, BIJELJINA, BH
• Type of business or sector	Non-governmental sector
• Occupation or position held	Coordinator of project activities
• Main activities and responsibilities	<ul style="list-style-type: none"> - design and development of project proposals - coordination of project activities - media monitoring and evaluations - advocacy and strategic planning

• Dates (from – to)	2008 - 2010
• Name and address of employer	McCann Erickson Clipping (now Real Time Clipping), Vajkovicева Street 27, Belgrade, Serbia
• Type of business or sector	Business sector
• Occupation or position held	Analyst
• Main activities and responsibilities	<ul style="list-style-type: none"> - analysis of media contents - daily digest of media content, their evaluation and monitoring of changes in the media - carrying out of monthly, quarterly and annual media content analysis - preparing client presentations and attending meetings - creating communication strategies

• Dates (from – to)	2007 (FOUR MONTHS)
• Name and address of employer	SRNA news agency, Sofke Nikolic, Bijeljina, BH
• Type of business or sector	Business sector
• Occupation or position held	Journalist redactor
• Main activities and responsibilities	<ul style="list-style-type: none"> - news writing - news redaction

EDUCATION AND TRAINING

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

• Dates (from – to)	2007 – 2012
• Name and type of organization providing education and training	University of Belgrade, Faculty of Political Science, Postgraduate studies - European studies/EU funds for Western Balkans in association process/
• Principal subjects/occupational skills covered	History of the European Union, Structure and function of EU institutions, The economic and monetary union of EU, pre-accession funds for the Western Balkans
• Title of qualification awarded	Politologist, Specialist in European Integrations
• Level in national classification (if appropriate)	National

• Dates (from – to)	2000-2005
• Name and type of organization providing education and training	University of Belgrade, Faculty of Political Sciences
• Principal subjects/occupational skills covered	Political systems, Government and political processes, International Affairs, Journalism and Communications, Researches, Public Relations and Communications
• Title of qualification awarded	Politologist for Journalism and Communications

• Level in national classification (if appropriate)	National
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• Dates (from – to)	1996-2000
• Name and type of organization providing education and training	Grammar School, Bijeljina, BH
• Principal subjects/occupational skills covered	Education
• Title of qualification awarded	/
• Level in national classification (if appropriate)	National

• Dates (from – to)	January – June 2008
• Name and type of organization providing education and training	Belgrade Open School
• Principal subjects/occupational skills covered	Inter-ethnic and inter-religious tolerance
• Title of qualification awarded	Certificate
• 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 **Serbian**

OTHER LANGUAGES

[Indicate level: excellent, good, basic.]

[Specify language]	English	Spanish			
• Reading skills	Excellent	Very good			
• Writing skills	Very good	Very good			
• Verbal skills	Very good	Satisfying			

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.]

- Good communication skills with people, both with beneficiaries and other stakeholders.
- Ability of team work both as team leader and team member
- Ability to communicate, establish and maintain good working relations with people from different environments
- Ability to look for creative solutions, responsibility and problem-solving attitude

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.]

- Persistent and hard working. Motivated in order to achieve desired goals;
- Project and team management skills as well and skills used in organizing local, regional and national level events
- Participating in creation of many projects, and an active member in their implementation.
- Coordination and communication skills within a team dealing with various topics.

TECHNICAL SKILLS AND COMPETENCES
With computers, specific kinds of equipment, machinery, etc.

[Describe these competences and indicate where they were acquired.]

Editing: Microsoft Word, Microsoft PowerPoint, Adobe PageMaker
Databases: Microsoft Excel
Networking: Outlook Express, Microsoft Outlook

ARTISTIC SKILLS AND COMPETENCES
Music, writing, design, etc.

[Describe these competences and indicate where they were acquired.]

- During my undergraduate studies and media work I developed good writing skills and analytical way of thinking
- I possess skills for providing both oral and written presentations

<p style="text-align: center;">OTHER SKILLS AND COMPETENCES</p> <p><i>Competences not mentioned above.</i></p>	<p>[Describe these competences and indicate where they were acquired.]</p> <ul style="list-style-type: none"> - Volunteer at Women Association "Interactiv" - Facilitator at Human Rights Schools for Youth - During graduate studies gained experience as journalist in newspaper "Vreme" and took part in students research team <p>Research experience</p> <ul style="list-style-type: none"> - Stereotypes according to different ethnic groups among the students of the Faculty of Political Sciences (FPS, 2003) - Parliamentary elections 2003, electoral analysis of RTV Pink (FPS, 2004) - The presence of political parties, personalities and topics in the media (RTS, BK, B92, Pink) (Media clipping, 2006) - Media content analysis on LGBT population in BH (Helsinki Committee for Human Rights in Republika Srpska, 2006) - The presence of hate speech on the Internet in BiH (Helsinki Committee for Human Rights in Republika Srpska, 2006, 2011)
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DRIVING LICENCE(S)	Yes, Category B
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<p>ADDITIONAL INFORMATION</p>	<p>[Include here any other information that may be relevant, for example contact persons, references, etc.]</p> <p>Some of the persons that could confirm my qualifications and skills:</p> <p>Branko Todorovic, Executive director of the Helsinki Committee for Human Rights in Republika Srpska Phone: 00 387 55 210 851 E-mail: todorovic.b@teol.net</p> <p>Andrijana Tomic, Real Time Group Business Development Director Phone: 00 381 11 32 47 297 E-mail: andrijana.tomic@realtime.co.rs</p>
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