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|  | **Languages:** Serbian mother tongue, fluent in Italian and English**Education:** 2018, May: Completed Personnel selection training (HR Management) held by consulting agency TIM Center, Novi Sad 2003 – 2004: Master of Analysis and management of projects in developing countries - Department for political economy and business economy, Faculty of Political Sciences, University of Milan, Italy.1998: BA in Psychology - Department of Psychology of the University of Novi Sad, Serbia. |
| Current work: 2011 – today: Project Management Officer at the Project Management Office of the University of Novi Sad, responsible for continuous monitoring of projects implementation at the University of Novi Sad. Specifically, my responsibilities are:* expert and administrative work related to monitoring the implementation of projects from their application to the completion of their implementation
* monitoring and implementation of projects incompliance with programme rules and national regulations (Tempus, Erasmus+, IPA, Horizon 2020)
* providing professional, advisory assistance and project information
* collection and statistical processing of data on University projects
* administering and updating the resource and data base of University projects
* coordination with project managers, team members, external associates, university services
* professional and administrative work related to the organization of conferences, meetings, workshops and other events within projects
* project implementation, including budget control and work plan control
* training the project participants to improve the implementation of the project
* preparation and updating materials for projects' web pages
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