

PERSONAL INFORMATION



Tanja Popović Filipović

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Sex :Female | Date of birth: 21st of February 1980| Nationality: Croat

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Project associate

WORK EXPERIENCE

February 2014 – date

Lecturer and Project Writer

Eurho Consulting Ltd. Osijek, Croatia

Lecturing, organisation of educational seminars in the area of EU funds management and project writing

Business or sector : Education industry

February 2008 - date

President of the Association, Member of the National Council for Consumer Protection, Member of the National Board of the Croatian Food Association

Consumers' Education and Information Centre, Osijek, Croatia

Project Manager for about 20 projects in the area of consumers' protection , Member of the Committee for the awarding of the sight "Environmentally Friendly"

Business or sector: NGO

March 2006 – May 2007

Expert Assistant, Project Manager

Association "Potrošač" Osijek, Croatia

Management of workshops, record keeping and statistics, member of the committee for the consumer complaints in companies "Baranjska Čistoća" and "Urednost", assistance in web page design and maintenance, analysis of the legal grounds of consumer protection, event management, cooperation in project writing and implementation Business or sector:: NGO

February 2012 – September 2013

Lecturer and Administrator of the educational group EU Funds Project Managers

Edunova – Adult Educational Institution – School for Management and IT

Design of lessons, materials and lecturing, administration of the educational group

Business or sector:: Education and training

February 2000 – February 2006

Customer Service Support

HT d.d.(T-Com d.d.) Centre for Consumers in Osijek, Croatia

Customer support, informing of customers – general information and information on sports, selling, complaints handling (invoice and technical issues), training of new employees for the complaint handling

Business or sector:: Telecoms

EDUCATION AND TRAINING

March 2013 – June 2013

Manager for the EU Funds Project Writing and Implementation

Edunova Adult Educational Institution

▪ Project writing, project management, project implementation, communication, public relations, team

management

September 2010 – to date

Last year of graduate program in Law
 University of J J Strossmayer in Osijek, Faculty of Law
 International Law, EU Law, Business Law

PERSONAL SKILLS

Mother tongue(s) Croat

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B2	B2	B2
Language studied in Elementary School and High School.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
 Common European Framework of Reference for Languages

Communication skills ▪ Excellent verbal and written communication skills gained through my experience as project manager

Organisational / managerial skills ▪ team leadership skills (responsible for teams various sizes from 3 to 10, depending on a project)
 ▪ motivational and organisational skills acquired through project management experience
 ▪ control and supervision skills acquired through implementation of numerous projects

Job-related skills • 10 years of experience in preparation of materials, teaching, lecturing, administration and organisation of numerous educational groups

Computer skills ▪ good command of Microsoft Office™ tools- Word, Excel, Power Point

Other skills ▪ professional cycling, project writing, interior design, jewelry making, gardening

Driving licence ▪ driving licence category B

ADDITIONAL INFORMATION

Publications Co-author of Proceedings: Consumer in the Internal Market, Faculty of economic and business, Zagreb 2013.
 Presentations
 Projects
 Conferences

- Seminars
 Honours and awards
 Memberships
 References
1. Informational challenges for the EU, Faculty of Economics, Zagreb, June 2007.
 2. EU funds – design project application, Volunteering Centre Osijek, June 2007
 3. Management of Volunteers, Train the trainer program, Volunteering Centre Osijek, June 2007
 4. Cards 2002 – Training for trainers – Zagreb, November 2006
 5. Cards 2002 – Increasing the level of consumer consciousness – Zagreb October 2006
 6. Cards 2002 – Increasing capacities in the area of consumer protection – Zagreb October 2006
 7. City of Osijek – workshop for Associations – September 2006

8. Cards 2002 – Increasing the level of consumer consciousness – Bizovac September 2006
9. Cards 2002 - Increasing capacities in the area of consumer protection (3 day workshop) Osijek September 2006
10. Cards 2002 -- Increasing capacities in the area of consumer protection (round table) Osijek June 2006
11. Cards 2002 – Increasing the level of consumer consciousness – Bizovac May 2006
12. Cards 2004 – Launching of the campaign of the associations for the consumer protection , October 2008
13. Cards 2004 – Public Relations , Zagreb November 2008
14. Challenges of associations management, Volunteering Centre Osijek December 2008
15. Cards 2004 – Cooperation between associations/ founding of one principal organisation for the consumer protection (Zagreb, February 2009)
16. Cards 2004 – Project Management – Zagreb. March 2008
17. Organisational Management – Vukovar, May 2009
18. Educational trip Cards 2004 (Stockholm, June 2009)
19. People 2 People Programme -.Management and Strategy of Successful Associations for the Consumer Protection (Ankara, October 2010)
20. People 2 People Programme – Associations for the Consumer Protection in Practice (Skopje, June 2010)

Trace training programme – reinforcement of capacities of the associations for the consumer protection (Brussels 2010, 2011, 2012)

Example of project:

- Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).

ANNEXES
