

MARIJA PANTELIĆ

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PROFESSIONAL EXPERIENCE

2012 – present
Serbia

NATIONAL YOUTH COUNCIL OF SERBIA - KOMS

KOMS is the highest independent representative body of youth in Serbia, with a mission to represent the interests of youth by developing partner relationship with the State, crossektor and international cooperation.

- Pool of Trainers Coordinator (Drafting guidelines for the PoT based in domestic and international practices; Planning and coordinating work of staff and volunteers; developing competences for junior and senior trainers)
- National Policy Group Coordinator “Youth Employment – Perspective and New Solution” (Planning and leading working group; Development of policy for increasing youth employability)
- Group member, National group for design of Policy on Youth Participation
- Youth Leadership Academy (Planning and coordinating of the activities; Candidates selection; Group leading and moderating the activities)
- Vice President of National Youth Council of Serbia (from January 2014; External communication with decision makers; Policy development; Project management on various project developed and organized by KOMS; Projects evaluation and reporting)
- Consultant in drafting the National Youth Strategy 2015-2025

Nov 2012- present
Germany

INTERNACIONALE JUGENDGEMEINSCHAFTSDIENSTE - IJGD

- Youth camp leader (planning and organizing work camp activities)
- Leadership of four international training seminars for group leaders (trainings seminars contains theoretical instructions and practical exercises in field of group education, political education, intercultural learning, free time construction, methods of youth work, legal responsibility of the group leadership)
- Training for trainers (developing program of the training, organizing and leading the training)
- Long term seminar courses (developing the program for seminars, topic Self organization and Outdoor education)

Nov 2013 – Dec 2014
Belgrade, Serbia

ACCOUNT MANAGER (ADSOLOGY, ROVICOM SOLUTIONS)

- Conducting market research and finding potential partners
- Working closely with partners – from the initial contact till campaign optimization and renewal
- Coordination with Marketing and Technical team in order to properly prepare various campaigns
- Manage ongoing performance tracking
- Schedule in person, Skype, phone/ discussions with the Sales team to review campaign delivery and performance
- Prepare and present reports and campaign reviews
- Analyze campaign performance and make recommendations

Oct 2012- Oct 2013
Belgrade, Serbia

PROJECT COORDINATOR OF INTERNATIONAL STUDENT WEEK IN BELGRADE 2013 (ISWIB 2013.)

- Planning and coordinating of the activities (7 days of lectures including panel discussion and workshops for 200 students from all around the world, country fair, Flag parade and Closing ceremony on the last day)
- Fundraising
- Communication with the authorities on national and local level
- Coordinating team of 20 people (6 sectors)
- Development of project application
- Narrative and financial reporting
- Monitoring and evaluation of project

Feb-Mar 2013
Belgrade, Serbia

GEOGRAPHY TEACHER IN PRIMARY SCHOOL “VOJVODA RADOMIR PUTNIK”

Nov 2010-Oct 2012
Belgrade, Serbia

EDUCATIONAL COORDINATOR OF INTERNATIONAL STUDENT WEEK IN BELGRADE

- Developing educational program for festival; planning and organizing workshops, open lectures and panel discussion
- Coordinated of logistic for educational program
- Communication with workshop moderators, foreign and domestic experts who participated in educational program

Nov 2007-Sep 2011
Belgrade, Serbia

SCOUT ASSOCIATION OF SERBIA - INTERNATIONAL COOPERATION TEAM MEMBER

- Introducing WOSM program to scout members of Serbian Scout Association
- Presenting intercultural dimension of Scout movement
- Cooperation with NSOs and NSAs from Europe and World

PROFESSIONAL EXPERIENCE

- Oct 2008- Jun 2010
Serbia
- EDUCATIONAL METHODS COMMISSIONER OF THE LOCAL SCOUT GROUP "CYRIL AND METHOD"**
- Program development
- May-Oct 2008
Boca Raton, FL, USA
- FRONT DESK CLERK AT BOCA RATON RESORT**
- Guest relations
- May-Oct 2007
Yellowstone National Park, USA
- FRONT DESK SUPERVISOR AT XANTERRA PARKS & RESORTS**
- Shift supervisor; Guest relations
 - Coordinated with front desk clerks (8 people)
 - Tour guide on photo safari
 - Administrative work (keeping records, guest lists)

EDUCATION

- Oct 2005 – Jun 2012
Belgrade, Serbia
- UNIVERSITY OF BELGRADE**
Master degree in Geography (Educational and research methods)

ADDITIONAL EDUCATION / SEMINARS AND TRAININGS:

- Feb – Sept 2015.
Avg - Sept 2013
Amsterdam, Hollands
- LONG TERM TRAINING COURSE**, Alliance of European Voluntary Service Organization
- TRAINING FOR TRAINERS FOR PEACEFUL EDUCATION**, Jongeren voor Uitwisseling en Bergip
- Mar 2013
Budapest, Hungary
- STUDY SESSION "FROM INTERNATIONAL TO INTERCULTURAL"**, Alliance of European Voluntary Service Organization and Council of Europe
- Nov 2012
Kovačica, Serbia
- STRATEGIC PLANNING OF NATIONAL YOUTH COUNCIL OF SERBIA**
- Jun-Sep 2012
Belgrade, Serbia
- TRAINING OF TRAINERS „STRENGTHENING CAPACITY OF YOUTH ORGANIZATION AND ORGANIZATION FOR THE YOUTH"**, National Democratic Institute
- May 2011
Ilmenau, Germany
- INTERNATIONAL STUDENT WEEK IN ILMENAU „CROSSING BORDERS"**
- Aug 2005
United Kingdom
- EUROPEAN SCOUTS JAMBOREE**, World Scout Association

LANGUAGES:

SERBIAN (NATIVE),
ENGLISH (FLUENT),
SPANISH (FLUENT),
FRENCH (BASIC)

ORGANIZATIONS:

- since 2000 - present
- SCOUT ASSOCIATION OF SERBIA**
- Started in Local group "France Presern" as a member, developing in Local group leader and commissioner. Organizing numerous scout camps and events in Belgrade, Serbia, Balkan Region but also international (as a member of International Communication team member)
 - Trainer on the wood badge course of the Scout organization of Belgrade (2010.)
 - Scout Association of Serbia Trainer (2002/2008/2010)
- 2005 - 2012
- „EGEA" (EUROPEAN GEOGRAPHY ASSOCIATION FOR STUDENTS AND YOUNG GEOGRAPHERS)**, member since 2005-2012); local group Belgrade; "World Youth Wave" - Belgrade, Serbia since 2009 - present); IJGD (2012).

PERSONAL SKILLS AND COMPETENCES:

Good communication, open minded, agile and energetic, keen to learn and adapt, efficient organizer, good in working in an office environment, analytic, prioritizing, coordinative skills. Trainer Certificate of National Democratic Institute. Excellent reporting abilities. Analytical thinking. Record keeping. Ability to work under pressure and with firm deadlines.

COMPUTER SKILLS:

MS Office (Word, Excel, Power Point, Outlook), Internet, Prezi,

HOBBIES/INTERESTS:

Scouts, exploring the world, experiencing different cultures and languages, hiking and camping, reading

ADDITIONAL INFORMATION:

Driving license B category