

PERSONAL INFORMATION

Urška Opeka



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Female | 16.09.1990 | Slovene

WORK / VOLUNTEERING EXPERIENCE

December 2017-January 2018

Practise at Social chamber of Slovenia

Ukmarjeva ulica 2, 1000 Ljubljana

- Help with writing project proposal for KA1 Erasmus+ project

February 2016- January 2017

EVS volunteer

INEX-SDA , Varšavska 30, 120 00 Praha, Czech Republic

- Working on a project called "Football for development"
- Organisational and logistical support of the project
- In charge of 15 people at our football campaign tour around Czech republic for a month
- Workcamp leader at 2 workcamps

June 2015-ongoing

Camp counsellor

Zveza prijateljev mladine Ljubljana; Vič-Rudnik, Koprška 94, 1000 Ljubljana

- Camp counsellor at children summer resort
- Implementation of workshops, preparing animations for evening and day time activities

May 2017 - July 2017

Junior trainer

- 3 international training for workcamp leaders (with INEX-SDA, YRS and IJGD)
- implementation of various workshops

February 2013- April 2013

Practise at a Production school

Produkcijška šola, Jarška cesta 44, 1000 Ljubljana

- Working with early school leavers
- Working on individual level, normally with someone who needed more guidance and encouragement with their tasks for the day

November 2010- May 2011

Practise at a community home

Stanovanjska skupina Zeleni tir, Vide Pregarčeve 34, 1000 Ljubljana

- Working with high school students
- Individual work with one member of the community home (help with homework, encouraging him with homework and afterschool activities)
- Engaging in social interactions with other residents of the community home

November 2009- May 2010

Practise at a youth centre

Četrtni mladinski center Šiška, Tugomerjeva 2, 1107 Ljubljana

- Working with children from primary school
- Implementation of workshops

EDUCATION AND TRAINING

2009-2017

Bachelor of Social work

2017- ongoing

Faculty of Social work, University of Ljubljana, Topniška 31, 1000 Ljubljana

Master of Social work

Faculty of Social work, University of Ljubljana, Topniška 31, 1000 Ljubljana

February- September 2017

LTTC-Long Term Training Course

Alliance of European Voluntary Service Organisations, Faelledvej 12, 2200 Copenhagen, Denmark

- Training for trainers of workcamp leaders
- Special focus of the training on social inclusion and gender equality

PERSONAL SKILLS

Mother tongue(s) Slovene

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
German	A1	A1	A1	A1	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- good communication skills gained through my social work studies where we learnt about different theoretical communications concepts which I then had a lot of possibilities to try out in practise
- as an EVS volunteer I developed communication in foreign language
- during my EVS year I faced myself with a lot of challenges where I learnt a lot on how to communicate with people and also how not to communicate with them
- Through Erasmus + trainings I learnt to speak well in public, to lead a group and lead meaningful debriefings after activities

Organisational / managerial skills

- leadership skills: I attended 2 workcamps as a camp leader (one of them was a teenage workcamp) + I was in charge of leading a group of 15 people at my EVS project Football for development
- Organisational skills: - I helped with logistic and organisational support for the implementation of Football for development project

Personal characteristics

- Communicative
- Positive
- Independent
- Honest
- Reliable
- Creative
- Adventurous

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Independent user

Driving licence /