

**Biljana Bolic Miljevic**  
**MSc Mechanical Engineer**  
Dr. Mila Boskovic 54a, Jajinci  
11000 Belgrade, Serbia  
+381/69-1300-669  
bolicbiljana@gmail.com

## **SUMMARY OF QUALIFICATIONS**

- Math Instructor for primary and secondary school offering over eight years' experience in education, advanced skills in Presentations, Teaching and Project Management. Demonstrated record of successfully eliminating program inefficiencies, drastically reducing time and effort. Implemented an effective reporting system to efficiently track progress and accurately forecast necessary future tasks.
- Ability in developing and expanding network of clients to mutual benefit and satisfaction. Providing Sales Management and sale with strong analytical, organizational, communication and planning skills.
- Managing the business of manufacture and assembly. Successful project management and control of the tasks with the constant development of new projects and systems to improve quality;
- Quality control according to ISO standards;
- Improving the production and sales;
- Supervision of the execution of tasks and professional and safe use of materials and equipment;
- Usage of following software applications: AutoCAD, SolidWorks, MS Office, LabVIEW, Photoshop, HTML, Wordpress, Joomla, Dreamweaver...

## **WORK EXPERIENCE**

### **Insurance Manager**

Wiener Städtische Insurance a.d.o. Belgrade  
( October 2012 – Still working )

- Organization,
- Recruitment of new members,
- Regular meetings,
- Training,
- Calls,
- Computations and insurance programs

### **Maintenance Engineer**

The practice in the Belgrade Water Supply and Sanitation (BVK)  
( May 2012 - September 2012 )

- Writing work and purchase orders;
- Introduction to problems and troubleshooting of standard setting;;
- Making plans for the procurement of the necessary funds in the tender;
- Communications and tour companies and recording and processing of data required.

### **Production Manager**

PTU Trojanovic, Company for the production and installation of awnings and canopies  
(March 2009 - April 2012)

- Complete organization, planning and supervision of production and assembly;
- Instructions for execution of the work;
- Check the documentation (required papers, drawings, specifications);
- Controlling and recording work, wasted materials, supplies;
- Procurement of materials and components for construction and installation of awnings and canopies;
- Control and instructions for use of equipment during operation;
- Quality control to ISO standards;
- Analysing of production and sales plan for improvement.

### **Sales Manager**

Nidas Company, General representative of the German company Klauke  
( May 2008 - February 2009 )

- Familiarization with products;
- Presentation products and companies at the Technical Fair;
- Researching the market and competition;
- Working with the entire documents (offers, invoices, controllers, translating, preparation of tender documents), purchase;
- Communicate with suppliers and mother company in Germany;
- Coordinated with accounting;
- Participating in making daily tasks and annual budgets....

### **Math Teacher**

Self Employed

( February 2000 – 2008 )

- Developing Project Plan managing and designing of Math tasks;
- Adaptability programm, acceptance and approval of tasks from the pupils;
- Communication, including checking improvement with issues that can be resolved within the team and individually, ensuring projects are on schedule and according pupil's age and knowledge.

### **ACCOMPLISHMENTS**

- Increased department sales by 58% at Nidas Company in less than six months, Provided recommendations regarding improvements to processes;
- Performed supervisory duties such as develop work assignments, planned and scheduled daily and monthly tasks

### **OTHER ACCOMPLISHMENTS**

- Developed and implemented specific programmes for different ages and understanding of pupils.
- Created opportunity to provide additional training to pupils with reduced ability to learn and understand.

## **EDUCATION**

- April 2012, Belgrade University, Masters of Science, Mechanical Engineering Master's in Industrial Engineering with concentrations in Project Management and Production Planning and Organization.
- September 2007 Belgrade University Bachelors of Science, Mechanical Engineering
- May 1999 High school Graduate, Electrotechnical of computers, Electrotechnical school: "Nikola Tesla", Belgrade, Serbia

## **CERTIFICATION AND LICENSURE**

- Certificate – IT Academy, Design and Multimedia
- Certificate – Britanicca School, Intermediate 2 English course
- Labview licence – National Instruments

## **AWARDS, ACTIVITIES, AND MEMBERSHIPS**

- Member – InterNations
- Member - The Union of Engineers and Technicians of Serbia
- Member – National Instruments

## **LANGUAGES**

Serbian, English, German

## **HOBIES**

Music, Film, Nature walks, Yoga, Photography, Design