

PERSONAL INFORMATION

Katarina Biberdžić



 340, Vojvode Stepe RS-11000 Belgrade (Serbia)

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Sex Female | Date of birth 02/07/1991 | Nationality Serbian

JOB APPLIED FOR

Customer support trainee

WORK EXPERIENCE

12/11/2013–19/11/2013

Volunteer at the 12th Belgrade Stock Exchange International Conference "UPGRADE IN BELGRADE 2013"

Natalija Nedeljković - PR&Marketing, Beogradska berza, Omladinskih brigada 1, Belgrade (Serbia)

Reception of foreign and domestic investors in hall and informing them about the conference agenda

17/09/2013–07/10/2013

Department of Finance, Human resources and Marketing

Milenko Mladenović, Knjaz Miloš A.D., Južna industrijska zona bb, Aranđelovac (Serbia)

Participation in the selection and recruitment of employees, consumer surveys within the company related to the design and packaging, monitoring costs of the company.

15/07/2013–02/08/2013

Department of Finance, Economy and Planning

Branislav Dragović, Gradska opština Voždovac, Ustanička 53, Belgrade (Serbia)

- Book-keeping
- Payments
- Statements of transactions- Budget planning

01/10/2012–25/03/2013

Member of CR team of "Conference of the students of the Faculty of Organizational Sciences" in Zlatibor

Dragan Milić, Savez studenata Fakulteta organizacionih nauka, Jove Ilića 154, Belgrade (Serbia)

- Contacting the companies
- Meetings
- Signing a contract with the delegates- Promotion of faculty

EDUCATION AND TRAINING

01/10/2010–02/10/2014

Graduated Engineer of Organizational Sciences, grade point average 9.70

Faculty of Organizational Sciences
154, Jove Ilića Belgrade (Serbia)

Occupational field: project management

01/09/2006–25/05/2010

High school diploma

High school " Miloš Savković", Aranđelovac (Serbia)

PERSONAL SKILLS

Mother tongue(s) Serbian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
Spanish	B1	B1	B1	B1	B1
Italian	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 experience as a participant of many projects, which were organized by SSFON

Organisational / managerial skills

- Teamwork
- Communicative
- Able to work under pressure
- Organized
- Responsible and reliable
- Very good concentration and focus on the details

Computer skills

- Microsoft Office (Word, Excel, Visio, Project, Power Point...)
- SPSS Statistics (basic knowledge)

Other skills

- I like working in groups and it is easy for me to establish communication with other team members. I possess leadership ability and I like to hear and accept the opinions of others.
- Solving problems related to the creative workshop and the ability to make quick decisions.

Driving licence B

ADDITIONAL INFORMATION

I applied for a master's degree at the Faculty of Organizational Sciences, Department of Management and Organization.

Participation in folk festivals and singing groups

I am scholar of Young talents fund, Dositej Obradovic, for the year 2013/14