



Name Lana
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- Education

September 2012 - present (Master's degree) **Faculty of Organizational Sciences, University of Belgrade**
Management, Project Management

2008-2012 (Bachelor degree) **Faculty of International Economics, Megatrend University**
European Union Sector
Graduated Economist
Average marks during the education: 9,31

2007-2008 Faculty of Stomatology, University of Belgrade

2003-2007 Fifth Belgrade Gymnasium, natural sciences section

- Work experience

Jun-September 2012.

The practice in the PR agency Represent Communications;
volunteer/trainee in the field of education, in the Education department of the HR sector (involved in the organization of the London School of Public Relations in Budva, and seminar Presentation Skills, dealing with the collection of contacts, preparation of the database of contacts, in direct contact with prospective students, wrote an article for Bazar magazine, assisted in the research and writing articles, helped to organize the opening of Vapiano restaurant in Knez Mihajlova Street...) and attended seminars Presentations Skills and Training Talk With The Employer

April-May 2012.

The practice in the PR agency Represent Communication;
volunteer/trainee in the field of education, in the Education department of the HR sector;
Within the training program attended lectures at the London School of Public Relations, participated in the organization of the school and was in direct contact with students

- Language Skills

- **Serbian and Polish** – mother tongues
- **English** - advanced level (reading, writing, speech)
- - **IELTS** Preparation Course in progress
- **French** - advanced level (reading, writing, speech)
- **German** - medium level
(diploma of medium 1 level at the Institute for Foreign Languages)
- **Spanish** - beginners level

- Other Skills

- **Computer:** Word, Excel, Outlook, PowerPoint, Access, Internet Explorer
ECDL diploma
- **Drivers License:** B category

- Recommendations and Certificates

- Recommendation letter of the PR agency Represent Communication
- ECDL (European Computer Driving License) diploma and passport
- Diploma of knowledge ArcGIS computer program

- Courses and Grants

- April 2012. Grant for IELTS exam - Megatrend University- Centra za razvoj karijere i savetovanje studenata and Equilibrio Center
- February 2012. German language medium 1 level - Institute for Foreign Languages
- April 2009. **ECDL** (European Computer Driving Licence)
- July 2006. Monthly course of English language at St Giles College, London

- Personal Skills

- Responsible and well organized
- Good communication skills, energetic and cheerful
- Good team worker
- Flexible and ready to learn

- Hobbies and Interests

- Travelling, meeting people, learning national customs
- Environmental protection
- Animal welfare
- Music, film, theater
- Management, project management, diplomacy, marketing, economy and politics of the EU, human resources management, public relations