

Mina Valčić

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❖ EDUCATION:

- MSc in Quality Management; Faculty of Organizational Sciences; grade: 10.0 2012 - now
Master thesis: Quality management in special events organization
- BSc in Operations Management; Faculty of Organizational Sciences; grade: 9.0 2008 – 2012
- Fifth Belgrade Gymnasium, Natural sciences department 2004 – 2008

❖ EXPERIENCE:

- **Facilities Services Assistant** – Oracle Serbia & Montenegro Feb. 2013 - now
- **Corporate relations coordinator**
Executive board of Board of European Students of Technology - BEST Belgrade Sept. 2011 – Sept. 2012
- **Corporate relations coordinator**
Top management of the fair „JobFair – Create your own future!“ May 2012 – Nov. 2012
- **Project Management Assistant** - Intern at Bovan Consulting April 2013 – June 2012
- Advisory board member at BEST Belgrade Oct. 2012 – Oct. 2013
- Grant team member at BEST Belgrade May 2011 – June 2012
- Team member of :
 - XXIX European general assembly - BEST
 - Symposium of business and academics – SPIN'11
- Fund raising team coordinator at Seminar of branding and design – „BEST Design Week“
- Technical support team member at Microsoft Sinergija Conference 2011, 2013

❖ COMPUTER PROFICIENCY:

- Experienced user of MS Office products
- MS Excel spreadsheet engineering

❖ FOREIGN LANGUAGES:

- English – Full professional proficiency
- French - Elementary proficiency
- Russian – Elementary proficiency

❖ SKILLS:

- Interactive training: Feedback, Conflict solving, Motivation, Emotional intelligence in leadership, Team building, Team dynamics, Time management, Public relations, Fund raising, Project management: international BEST training team; Situational leadership, Presentation skills: H.art consulting; Speak with confidence: Creative Office consulting; Online sales: ITAcademy
- Participant at the Seminar of branding and design - „BEST Design Week“: BEST Belgrade & ITAcademy
- Analytical approach; Team spirit; Good change management; Negotiation skills; Developed interpersonal communication; Efficiency and effectiveness in planning and organizing

❖ PERSONAL CHARACTERISTICS:

- Extrovert, flexible, open-minded, determined, ambitious, responsible, self-disciplined

❖ INTERESTS:

- Fencing, travelling, philosophy, psychology, nature, theatre