

PERSONAL INFORMATION

Nikola Bozic



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Sex Male | **Date of birth** 30/05/1986 | **Nationality** Serbian

WORK EXPERIENCE

January- March 2013.

Assistant underwriter

OIP Outsource insurance professionals, Kolarčeva 5, Belgrade

- Assisting underwriters in insurance related tasks.

Business or sector insurance

May-October 2012.

Customer service salesperson

Evelyn Hill inc. Statue of Liberty, New York

- Providing customer service to tourists in restaurant and gift shop, including sales of souvenirs and providing help to customers.

Business or sector services

August 2008.-May 2012.

Committee member for cooperation with NGO

Municipality of Obrenovac

- Grading NGO projects, allocating funds for financing projects, and analysing results of finished projects.

Business or sector local government, administration

EDUCATION AND TRAINING

March 2011.-

Master of science, regional studies of the USA (9,80 GPA)

Faculty of political sciences, Belgrade, Serbia

- USA History, USA economic system, International Relations Theories, Security Studies, USA institutions and ideas.

October 2005.-October 2010.

Bachelor of science, international relations (9,18 GPA)

Faculty of political sciences, Belgrade, Serbia

- four-year time studies in International Relations (with emphasis on globalization of world politics, geopolitics and global economy), Diplomacy and diplomatic history, International organizations, International law (public, commercial and private) and Political economy.

PERSONAL SKILLS

Mother tongue(s)

Serbian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C2

Spanish	A2	A2	A2	A2	A2
German	A2	A2	A2	A2	A2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
 Common European Framework of Reference for Languages

Communication skills

- Excellent communication skills gained through my experience as salesperson, and through many conferences and seminars including public speaking seminar organized by centre of modern skills in 2008.

Organisational / managerial skills

- Leadership (coordinating a team in making local action plan for youth in municipality Obrenovac for employment sector),
- Time management skills. In order to use time effectively and efficiently, I have always been capable of setting priorities, dividing my tasks into smaller parts and meeting deadlines.
- Intercultural skills:, I have spent a great deal of time outside my home country, I have lived in USA for 5 months. I am used to being in touch and work with people from different cultures.

Computer skills

- Excellent command of Microsoft Office™ tools,
- Excellent knowledge of Windows environment,
- Good command with Photoshop and other photo editing software,
- Everyday use of social medias (worked on project roll of social medias in political campaign in Serbia 2012),
- Basic knowledge of computer hardware.

Other skills

- Play a guitar for 5 years,
- Played basketball for more than 10 years

Driving licence

- In process of getting category B drivers licence

ADDITIONAL INFORMATION

Projects

Researcher at FB status voting project, Regional forum for strategic studies (march - may 2012.)
 Coordinator at making Local Action Plan for employment area, Municipality of Obrenovac.

Conferences

Serbia in next decade, Center for social Dialogue and Regional Initiatives ,Kopaonik 2011.
 Serbia and EU, Hans Seidel Fondation, Kladovo 2011.

Seminars

Seminar for young candidates for members of legislature, Fridrich Ebert Stiftung, january- june 2010.
 Public Speaking, Centre for Modern Skills, october 2006.- march2007.
 Seminar for young entrepreneurs, OSCE, may 2006.

Honours and awards

Scholar of ministry of education Republic of Serbia 2006.-2010.
 Scholar of municipality of Obrenovac 2008.-2011.
 Scholar of PD TENT 2012.

Memberships

Member of school board of Agricultural-Chemical High School in Obrenovac.

References

Available upon request from ex employers, professors and people I have worked on projects with.