

EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL DATA



Name Suzana Cvetković  
Address 7 Karadjordjeva Street, 11500 Obrenovac, Serbia

Telephone 064/308-57-94  
E-mail suzanacvetkovic89@gmail.com  
Nationality serbian

Date and place of birth 7<sup>th</sup> May 1989. POSTOJNA, SLOVENIA

FORMAL EDUCATION

2012 Master studies at Faculty of Economics  
Study program: Business management with the average of **9.50**

2008-2012 Faculty of Economics  
University of Belgrade  
Trade Management and Marketing module

2004-2008 Secondary school of Economics  
Modul: Economics, Law and Administration

Professional experience

09.01.2013-23.01.2013. Lecturer of the course „Advanced Excel and its application“ within the Office for Youth - Obrenovac "city of knowledge"

Practice: 01.03.2012 - 31.03.2012. in the company Antic Pajcin & Partners Ltd., an involvement in a market research project of Serbian banking sector, specifically in the collection, analysis and processing of information relevant to the granting of loans at different banks.

INFORMAL EDUCATION

Name and type of organization  
providing training-course

Course: „English for IT“ within British Council organization, 20.04 -02.06.2013

Course: Office Excel "Application in finance and banking", Faculty of Economics, May 2012.

Course: Advanced Excel "Introduction to business decision-making and financial analysis", Faculty of Economics, April 2012.

Course: "Software analytics to solve complex business problems-MC Access and SPSS", Faculty of Economics, May 2011.

Course: "Software analytics to solve complex business problems-VBA (MS Access) and SPSS Part II", Faculty of Economics in Belgrade, June 2011.

Excel training within the project PricewaterhouseCoopers, which was held May 2011.

Workshop: Photoshop, within the "Obrenovac-city of knowledge", February 2011.

Workshop: Web design, within the "Obrenovac-city of knowledge", July 2011.

**PERSONAL SKILLS AND  
COMPETENCES**

Analytical, systematic and accuracy in work

The ability of the responsible individual work, and to work effectively in a team

Organizational skills

Ability to solve problems and provide solutions in a short period of time

Strong verbal and written communication skills

Ability to work under pressure

The ability of systems thinking

Strong time management skills

Creative thinker

Self-motivated

Accountable

Reliable

Strong work ethic

Mother tongue

serbian

Second language

**ENGLISH**

**RUSSIAN**

Reading skills

Indicate level: excellent

Indicate level: excellent

Writing skills

Indicate level: excellent

Indicate level: excellent

Speaking skill

Indicate level: excellent

Indicate level: good

**TEHNICAL SKILLS AND  
COMPETENCES**

MC Office (Excel, Word, Power Point, Access), Spss, Photoshop, Web design,  
CorelDRAW, Internet

DRIVER'S LICENCE

B category

**References**

Available on request