

Date: 09.06.2014.

Location: Belgrade

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Tamara Subotin
Address: 26000 Pančevo, Karađorđeva 2d/20
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Email: tamarasubotin@gmail.com
Citizenship: Serb
Date and place of birth: 24.04.1987. Belgrade



EDUCATION

*** Master Course**

Name: **Belgrade Business School**
Address: 11 000 Belgrade, Kraljice Marije 73
Study program: **Business process management**
Enrolled/graduated: 01.10.2013. – **in progress**

*** Bachelor studies**

Name: **Belgrade Business School**
Address: 11 000 Belgrade, Kraljice Marije 73
Study program: **Marketing and Sales**
Enrolled/graduated: 01.10.2010. – 08.07.2013.
Note: Duration of study program: 3 years. **Grade average: 8.42**

*** High School**

Name: "Uroš Predić" Gymnasium
Address: 26 000 Pančevo, Ignjata Barajevca 5
Study program: **Social studies**
Enrolled/graduated: 01.09. 2002. – 01. 07. 2006
Note: Duration of study program: 4 years. Holder of Vuk certificate of excellence

COMPUTER SKILLS

Microsoft Office (Word, Excel) – advanced level
Internet - advanced level
Programs for document editing and formatting - advanced level
Programs for image editing: **Corel, GIMP**
Additional knowledge in following programs: **Microsoft Publisher, Microsoft Power Point**

LANGUAGES

* Native language: **Serbian**

*** English**

Speech – advanced level
Reading and comprehension - advanced level
Writing - advanced level

*** German**

Speech - basic level
Reading and comprehension - basic level
Writing - basic level

SCHOOL ACTIVITIES AND ORGANIZATIONS

* Name: **AIESEC EF**

Address : Belgrade, Kamenička 10 (Economic Faculty)

Responsibilities and activities:

- From 01.10.2007 to 01.07. 2008. Member of AIESEC CSR (Corporate Social Responsibility) team and Vice President Finance (VPF)
- From 01.10.2008 to 01.07. 2009. AIESEC „Safe Future 2009“ CSR project Team Leader
- VPF responsibilities included: controlling and managing finances and cash flow of the project, as well as cost planning

- As the team leader on the latter CSR project, "Safe Future 2009", my responsibilities included: team motivation and managing, project and conference planning, organizing promotional activities and designing promotional material, contacting potential project sponsors, delegating tasks to team members and supervising activities of Vice Presidents of various team functions.

WORK EXPERIENCE

* Name: **MPG SouthEast Europe d.o.o.**

Address: 11080 Beograd (Zemun), Dobrovoljačka 10

Telephone: +381 (0)11 2619 799 Email: officebox@mpg.co.rs

Job: Sales Promoter

As Sales Promoter of Imlek company products I worked at supermarkets in Pančevo during 2011.

INTERNSHIPS

* Name: **Public Enterprise "Post of Serbia"**

Address: 11000 Beograd, Takovska 2

Telephone: +381 (0)11 30 64 101 (Human Resources) E-mail: diorg@jp.ptt.rs

Job: From 24. 03.2014. to 11.04.2014. my internship took place in: Department for corporate marketing and big clients, Department of strategy and development, Department of postal and financial services and Human Resources during which I was introduced with the functioning and work of this public enterprise and each individual department.

* **Reference:** Mila Batuta, vicepresident UEPS and
fondation of sport and youth

Sector of corporate marketing, Post of Serbia

Telephone: 011 30 22 474 , 063 20 33 63

* Name: **"HIDRONOVA PLUS" d.o.o.**

Address: 11210 Belgrade (Krnjaca), Pančevački put 148

Telephone: +381 (0)11 274 86 033 Email: office@hidronovaplus.rs

Job: I had a 10 day long internship in June 2013, during which I helped with and learned about administration, finances and logistics.

* Name: News and publishing company **"Novosti" AD, "Večernje Novosti"**

Address: 11 000 Belgrade Trg Nikole Pašića 7

Telephone: +381 (0)11 3028-000 E-mail: redakcija@novosti.rs

Job: As an intern at **"Večernje Novosti"** in May 2013 I learned about the marketing and PR sector and how it functions within a news and publishing company.

PERSONAL TRAITS AND SKILLS

I have experience of working in a team, or on my own, and am constantly seeking to learn new things and advance my skills and knowledge. I have organizational skills, attention to detail, persistence, creativity, reliability, patience and can easily adapt to a multicultural environment.

These traits helped me through my education, AIESEC experience, during my work as a sales promoter and during internships. Through my responsibilities in AIESEC I gained experience: in teamwork and team management, cooperation and negotiations, event and project management, setting a budget and budget management as well as adjusting to unexpected circumstances. Working as a promoter I advanced my presentation, communication and sales skills. Through internships I learned about how companies function.

I always work on gaining new knowledge, especially in marketing, and because of that in 2013 I started the **"I in Marketing"** blog (iinmarketing.blogspot.com) through which I aim to introduce marketing to people and explore new trends and ideas.



Tamara Subotin