



Curriculum Vitae

Personal information

First name(s) / Surname(s) **Vladimir Romanovic**
Address(es) 22, Hadzi Djerina, 11000, Belgrade, Serbia
Telephone(s) +381112494317 Mobile: +381652494317
E-mail v.romanovic@gmail.com
Nationality Serbian
Date of birth 16/05/1984
Gender Male

Summary / Specialties

Three years of experience in administration and project management. Communications specialist with experience.

Work experience

Dates From March 2010 – June 2013
Occupation or position held Quality Control / Document Control Assistant
Main activities and responsibilities
Processing RFI (Request for Information)
Correspondence with representatives from the U.S. AE firm, subcontractors, and client
Administrative tasks included typical office duties – scanning, copying, filing, organizing
Daily contact with sub-contractor, local design studios, procurement team, construction managers, AE, etc.
Processing of transmittals, submittals, requests for release of information
Tracked personnel handling of Sensitive But Unclassified (SBU) and material to ensure documents were logged in and out on a daily basis
Document control tasks including logging of all incoming and outgoing materials, drawings, meeting minutes, and paperwork
Maintained databases, spreadsheets, and log books
Oversaw commissioning and training schedule, organization, videotaping, and processing the associated submittals
Assisted QC CET in correspondence with local testing laboratory and processing of test results
Consolidated each departments information for Daily and Monthly reports
Preparation of financials documents, pay application, VAT, etc.
Reviewed procurement sales orders to verify material had been submitted

Name and address of employer Framaco International, Belgrade, Serbia, Boulevard Kneza Aleksandra Karadjordjevic 84/8
Type of business or sector Construction, New US Embassy Compound Project (Belgrade, SERBIA)

Education and training

Dates September 2012 – 2013
 Principal subjects/occupational skills covered Department of Quality Control
 Name and type of organisation providing education and training Faculty of Engineering Management, Singidunum University (Belgrade, SERBIA)
 Level in national or international classification Master of Engineering Management

Dates September 2004 – March 2011
 Principal subjects/occupational skills covered Geo-Economy
 Name and type of organisation providing education and training Faculty of International Economy, Department for the European Union
 Level in national or international classification Bachelor of Economics

Personal skills and competences

Mother tongue(s) **Serbian**

Other language(s) **English, Italian, Bosnian, Croatian**

Self-assessment
European level ()*

English

Italian

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C1	C1	C1	C1	C1
A1	A1	A1	A1	A1

Social skills and competences Team player and problem-solver with excellent interpersonal skills

Organisational skills and competences Good and experienced at event organizing and project management

Computer skills and competences Excellent knowledge of Microsoft Office programs – Word, Excel, Office, PowerPoint, Outlook, Adobe

Driving licence B category