

Curriculum Vitae



Personal information

Name Jelena Velikić
Date of birth December 15, 1988
Nationality Serbian
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Relevant experience

Dates 2012

Position Volunteer

Client

- Volunteered at "Promoting abroad project", Cyprus, Aiesec Student Organization - helped with developing marketing strategy to promote "Eastern Mediterranean University"

Dates 2013

Position Volunteer

Description

- "Design IT", Belgrade, Aiesec Student Organization - became a member of the team in charge of budgeting and financial planning

Dates 2013

Position Volunteer

Description

- "Project and financial team", ESNB (Erasmus Student Network Belgrade) - responsible for writing project reports, negotiating with potential customers and budgeting

Education

Dates 2007- present

Name and type of organization providing education

- Faculty of Economics - department of management, University of Belgrade

Dates 2003 - 2007

Name and type of organization providing education

- High school "Gimnazija Mladenovac" - humanities department, Mladenovac

Personal skills and competences

Mother tongue

Serbian

Other languages

English – fluent

Spanish, German and French - intermediate level

Skills and competences

- Well-organized, communicative and reliable team player; capable of rapidly adjusting to a new working environment; persistent and willing to perform tasks regardless of the pressure
- Clean driving license
- Competent computer skills – MS Office, Internet
- Reading, sports, traveling, learning new languages etc.

Interests and hobbies