

PERSONAL INFORMATION

Milica Dakić



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Sex Female | Date of birth 29/01/1990 | Nationality Serbian and US

WORK EXPERIENCE

June 2008. - December 2009

Marketing and sales coordinator at Avala group

Coordinating marketing and advertising programs that originate in the sales and billing department and maintaining customer relationship.

October 2010. – present

An active member of a student organization ESTIEM (European Students of Industrial Engineering and Management), local group Belgrade.

- A member of organizational team in a project Activity Week SW organized by ESTIEM LG Belgrade. (April 2011. – May 2011).
- A member of HR team in a project about management in culture “Budi coolturan” organized by ESTIEM LG Belgrade. (April 2012. - May 2012.)
- A member of HR team in a sports project “Dani sporta” (“Days of sports”) organized by ESTIEM LG Belgrade. (April 2012. - May 2012).
- A member of team for logistics in a project European Conference of Industrial Engineering and Management Students. (May 2012. – November 2012.)
- A member of Advisory Board of ESTIEM LG Belgrade 2012/13.

2011. – 2012.

Belgrade International Games

Attaché of the water polo team for an university form Croatia in Belgrade International Games. (October 2011.)
 A member of organizational team of Belgrade International Games – communication with different universities from Spain. (April 2012.)

August 2011.

Politika AD Educational practice – Maintaining a quality management system.

July 2012.

Public Enterprise of PTT Communications "Srbija"
 Educational practice – Learning about company and management.

July – September 2014.

Coca-Cola Hellenic – Coke summership 2014.
 Internship in Key account department.

EDUCATION AND TRAINING

2008. – 2013.

Bachelor's degree

University of Belgrade - Faculty of Organizational Sciences - Management and organization - Quality management

- Participant - **9th International Convention on Quality** – JUSK 2012.
- Participant – **New leaders’ conference 2012.**
- **An Introduction to Operations Management** – University of Pennsylvania Wharton, September 2013. – December 2013.

PERSONAL SKILLS

Mother tongue(s) Serbian

Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|------------------|------------------|--------------------|-------------------|-----------------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | Proficient user | Proficient user | Proficient user | Proficient user | Proficient user |
| Spanish | Independent user | Independent user | Basic user | Basic user | Basic user |

Communication skills

- Good communication skills gained through my experience as a team member in many projects.
- Active listening.

Organisational / managerial skills

- Team player, but also able to work independently.
- A few years of experience in project and event management.

Job-related skills

- Multitasking,
- Meets deadlines
- Problem solving.

Computer skills

- Good command of Open Office tools,
- Proficient in the use of MS Office: strong knowledge of Word, PowerPoint and Excel including pivot tables, v-lookups, etc.

Other skills

- Self-confident,
- Accepts responsibility.