PERSONAL INFORMATION

Ivana Eraković

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Sex Female | **Date of birth** 06/07/1990 | **Nationality** Serbian

WORK EXPERIENCE

November 2013 – May 2014

Data Collection and Labeling
Microsoft Development Center Serbia

- Collection and labeling of data samples; data analysis; evaluation of tool for labeling
- Mentor for new people in our team;

September - November 2013

Product Management Assistant
Robert Bosch Automotive Product management department, Belgrade

- Analysing market for new products and comparing our products with other companies in order to improve selling

November 2012, 2013

Technical Support
20th Telecommunications forum TELFOR 2012, Belgrade

- Technical support for exhibitors in the telecommunications forum
- Responsible for registration

PROJECTS

July 2014 – Present

PR Coordinator at Publications & Administration Department
EESTEC (Electrical Engineering Students' European association)

- Leading team of 10 people from all around Europe in order to improve PR of organisation

June 2013 – November 2013

JobFair 13 – Create your own future!
EESTEC (Electrical Engineering Students' European association), Belgrade

- Public Relations team leader (coordinating 10 people, contacting media, guest appearance on the radio and television stations)
- Information desk coordinator (logistics during the Fair, in charged for 8 information desks)

February 2013 – June 2013

International academic workshop "World Beyond Tomorrow"
EESTEC, Belgrade

- Public Relations responsible (contacting the media sponsors, guest appearance on the radio and television stations in Belgrade to promote the workshop, coordinating other members of the PR team, logistics)

EDUCATION AND TRAINING

October 2009 – Present

Faculty of Electrical Engineering, department for Telecommunications and Information technology, System Engineering, University of Belgrade

February 2011

The First Fair of Student Ideas in Europe

SPUS (Student Parliament, University of Sarajevo), Sarajevo, Bosnia and Herzegovina

- Signing the Declaration on Cooperation between student representatives in the region
- Competition for the best student idea which was won by the University of Belgrade, with me as a team member

November 2012 - Present

Soft Skills trainings

Represent Communications, Ernst & Young, H-art, PwC, KPMG, EESTEC trainers

- Communication and presentation skills, Feedback, Time management, Teamwork, Leadership, Teambuilding, Motivation and activation, Public relations, Fundraising, Stress Management

March 2012, April 2013

Case Study Show participant

ESTIEM (European Students of Industrial Engineering and Management), Belgrade

- Case Creative Room - solving case for companies: City Facility (2012) and for NIS (2013)
- Case Speed Dating - five minute interviews with companies HRs

October 2013

International workshop "Facebook CPR: PR Tools"

EESTEC, Ljubljana

- Participant during this workshop, learning about ways to improve PR, practical part

PERSONAL SKILLS

Mother tongue

Serbian

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C1
	Cambridge First Certificate in English				
Russian	B2	B2	B2	B2	B2

Personal skills

- Good communication skills developed through participation in trainings and workshops
- Teamwork skills developed through working with different types of people in workshops and competitions
- The responsibility skills developed through involvement in student organizations

Computer skills

- Microsoft Office™ tools, Auto Cad, MatLab, LabView

Driving licence

- B category