

VESNA VUKOVIC

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Date of birth: 6th November 1988



Education

- **Faculty of political science, University of Belgrade** 2007-2011
Course: journalism and communicology (basic studies)
- **High school of economy, Veliki Zvornik** 2003-2007
Course: Economic technician

Work experience

- **NGO „Association of Serbs from Bosnia and Herzegovina“ Associate** 2013 -
currently

Job description: maintenance of the website, writing articles and reports of activities, update of projects

- **Investment project group** January – May
2012
Office assistant

Job description: administration, cost tracking, invoicing, archiving documents, online payments and banking

- **ShopInBeograd i Beoclick websites** March – September
2009
Journalist

Job description: writing articles about fashion, shopping, lifestyle, on going events in Belgrade, trend tips...

- **TV Podrinje** June – October
2008
Presenter and journalist of Zvornik Chronicle
Job description: news preparation, speaker and presenter

Additional education

- **Seminar for journalists KeyConnection Media** June - September 2012
(international exchanges in the field of culture and education)
Gathering material for writing and writing articles on specific topic, recording radio reports, TV reports and writing articles for the electronic media
- **Seminar for young journalists of Center for Human Rights** June – November 2011
Group work on the processing and investigation of specific topics, writing news and reports, taking interviews from experts in a certain field, learning and personal development in investigative journalism
- **Konrad Adenauer radio and TV journalism workshops on Faculty of Political Science** March - June 2011
Preparing materials for radio and TV broadcasting of the political and social issues

Personal competences

- Responsible, hard-working, reliable and creative, capable for team work and individual work.
- Flexible, easy to get in touch with other people, desire for personal improvement and participation in work improvement.

Other skills and competences

- Excellent computer skills (MS Office, Internet and social networks, Photoshop)
- Excellent managing in public appearances
- Strong professional communication ability and very good knowledge of administrative tasks, as well as updates of websites, creative writing, managing of reports and presentations.
- **Languages:** English language (Intermediate level of writing and speaking)
Russian language (Intermediate level of writing and speaking)