



# Dunja Kokotović

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## EDUCATION

October 2017 - Ongoing

**UNIVERSITY OF BELGRADE, FACULTY OF ORGANIZATIONAL SCIENCES**

Master studies - Department: Business systems organization

October 2013 – September 2017

**UNIVERSITY OF BELGRADE, FACULTY OF ORGANIZATIONAL SCIENCES**

Bachelor studies – Department: Business management

GPA: 9,37

September 2009 – June 2013

**GYMNASIUM "SVETI SAVA" BELGRADE**

## PRACTICAL EXPERIENCE

June – September 2017  
May – September 2016

**WORK AND TRAVEL PROGRAM (USA) – *Work in the service sector***

Participated in the program twice in a row; worked in a restaurant as server and bartender which included intensive communication with customers.

December 2015 – May 2016

**ASSOCIATION FOR ENCOURAGING ENTREPRENEURSHIP "ŽIVOJIN MIŠIĆ"  
(Devana Technologies) Project "Made in Serbia"**

Worked in a team of a three on online platform development with the aim to encourage entrepreneurial spirit in Serbia. Communication with entrepreneurs, research, development and implementation of online and offline PR strategy, content creation for the platform etc.

March 2016

**CASE ROOM WINNER AT CASE STUDY SHOW 2016**

Case study solved for Japan Tobacco International.

October – December 2015

**MINISTRY OF PUBLIC ADMINISTRATION AND LOCAL SELF-GOVERNMENT**

**Project "Serbian puzzle"**

Individually worked in Digital Marketing: content creation and promotion on social networks; implementation of online and project strategy.

October 2013 – July 2017

**MEMBER OF "ESTIEM" STUDENT ORGANIZATION**

**(European Students of Industrial Engineering and Management):**

Worked on more than 10 projects (local and international) whereby the following two are the most important:

June - October 2016

**FINANCE FORUM 2015 – Project Coordinator**

Responsible for the team of 16: coordination of the teams, acquiring sponsorships, negotiations regarding work space, accommodation, communication with the lecturers and participants.

October 2014 – March 2015

**CASE STUDY SHOW 2015 – Logistics Team Coordinator**

Responsible for the team of 7: arrangement of work space, coordination of the whole project team during the realization of the project, task delegating within the team...

Took part in 4 Council Meetings (General Assemblies) of ESTIEM (which gather more than 250 students from Europe and beyond), which took place in Latvia, Austria, Portugal and Serbia respectively.

Held several workshops on teamwork, finance and project management and participated in 20+;

**PERSONAL SKILLS**

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**LANGUAGES :**

*English* – Fluent;

*Spanish* – Intermediate level;

*Russian* – Basic level ;|

**SOCIAL SKILLS :**

Exceptional organizing and time management skills, good team and individual player, distinguished will for learning, strong-willed, proactive, persistent, adaptable.

**OTHER:**

Driving licence: Category B

Attended the online course (Coursera.org): "Financial Evaluation and Strategy: Corporate Finance"