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| PERSONAL INFORMATION | Bojana Živković |
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|  boki |  Vranjske njive bb, 81000 Podgorica, Montenegro |
|  n/a  +382 67 203 903  |
|  bojana.zivkov@gmail.com |
| [www.blissipline.me](http://www.blissipline.me/) [LinkedIn Profile](https://www.linkedin.com/profile/view?id=20624569&trk=nav_responsive_tab_profile) [Proz.com Profile](http://www.proz.com/translator/1236937) |
| skype ID: bojana.zivkovic82 |
| Sex Female | Date of birth 03/08/1982 | Nationality Montenegrin  |

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| WORK EXPERIENCE |   |

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| **January 2007 - present** | **Freelance translator for English and Serbian/Montenegrin and English teacher** |
|  | Sworn court interpreter for English language in Montenegro. Translator/interpreter for English and Serbian/Montenegrin for German Organization for International Cooperation GIZ, Dutch Development Organisation SNV, OSCE Mission in Montenegro, ODIHR Election Observation Missions, Bio-technical Faculty in Podgorica, Department for Translations within the Ministry of Foreign Affairs and European Integrations in Podgorica and many other agencies.Teaching English to kids and adults, using both traditional and innovative teaching tools with a focus on developing learning plan tailor-made for each student. Utilising online classroom technologies. |
|  | Business or sector Translation and Interpretation <http://www.proz.com/translator/1236937>  |

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| **May 2013 - present** | **Trainer, Counsellor in Gestalt Psychotherapy, wingwave coach and Transformation Game facilitator** |  |
|  | Trainer in the areas of self-growth, team-buildings/on-the-job-trainings and communication. Currently working as a consultant in business sector for SMEs where I offer trainings related to development of soft skills. Offering counselling sessions using Gestalt psychotherapy approach, wingwave coaching sessions as well as organising and facilitating workshops of the Transformation Game. All these tools serve to every individual or groups improve quality of their lives either through individual or group sessions. The focus is on awareness, self-growth, closing unfinished topics from the past, integration of the new self, and finding and building own potentials and qualities.  |  |
|  | Business or sector Psychotherapy, coaching, facilitation, trainings [www.blissipline.me](http://www.blissipline.me)  |  |
| **January 2011-March 2015** | **UN Administration and Finance Assistant**UN System in Montenegro, UN Eco Building, Podgorica, Montenegro, [www.un.org.me](http://www.un.org.me) * Responsible for all the administrative and accounting matters under the Integrated UN Programme,

UN Country Team, Joint UN Programme for Youth Empowerment and UN Eco Shared Premises Project. Assisted in the implementation of EU funded projects under the Integrated UN Programme* Undertook searches for information and selected, prepared and compiled pertinent abstracts and reports
* Maintained day-to-day communication with UNDP Operations Unit regarding the Programmes’ administration matters: procurement, human resources and finance matters; provided administrative support regarding recruitment of experts and procurement of goods and services under the Programmes/Projects;
* Performed regular financial and administrative duties in Atlas Financial System necessary for the successful and timely Programmes/Projects implementation

Business or sector International Organisation |  |
| **August-December 2010** | **Associate Consultant**WYG International, [www.wyginternational.com](http://www.wyginternational.com)* Organization of day-to-day communication with all stakeholders engaged in the IPA project on 'National qualification framework and quality assurance in higher education'
* Coordinated stakeholders ensuring smooth implementation of project activities
* Prepared documentation for the accounting and finance procedures
* Provided written and oral translation at workshops, seminars and numerous meetings

Business or sector International development organisation  |  |
| **June 2009-January 2010** | **Programme Development Officer for Inclusive Education** |  |
| Save the Children UK, <http://www.savethechildren.org.uk/>  |  |
| * Coordination of particular projects and management of project activities and their budgets as well as producing reports with clear child focus and children’s rights perspective.
* Promotion of the spirit and understanding of Inclusive Education as per Save the Children vision and values.
* Contributed to work in advocacy and cooperation with schools all over Montenegro as well as local NGOs and relevant ministries.
* Organization of seminars, workshops and conferences within the framework of project activities.
* Procurement activities regarding equipping elementary schools and Daily Care Centres for children with disabilities, which included procurement out of Montenegrin market and following complicated EU procurement procedures.
* Everyday communication regarding administrative and finance procedures and provision of necessary documentation with HQ in London. Translation work as needed.
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| Business or sector International NGO |  |
| **February 2009 – April 2009** | **Senior Assistant to Political Analyst** |  |
| OSCE/ODIHR Election Observation Mission, [www.osce.org/odihr](http://www.osce.org/odihr)  |  |
| * Acquired knowledge of the political situation and landscape in the country;
* Established and maintained contacts as well as arranged meetings with representatives of political parties, candidates, civil society groups, think tanks and other organizations relevant to the election process, including women’s groups and minorities;
* Followed and reported on campaign events;
* Monitored the media (electronic and print) and prepared summaries for the political analyses;
* Attended and interpreted meetings into and from English/Montenegrin;
* Drafted minutes of the meetings; prepared presentations for briefings;
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| Business or sector International organisation  |  |
| **June 2008 – February 2009** | **Democratization Programme Assistant** |  |
| OSCE Mission to Montenegro, Bul. Svetog Petra Cetinjskog 1A, Podgorica, Montenegro, [www.osce.org](http://www.osce.org)  |  |
| * OSCE focal point, especially within the main OSCE office, for the Parliamentary Support Programme implemented in the Parliament of Montenegro;
* Leader of two projects on Open Parliament regarding Internship Programme in the Parliament and

School for Democratic Leadership; * Preparation of reports, action plans, budgets, project proposals and procurement requests if needed;
* Assisting with administrative and logistical support;
* Communication with local interlocutors, general staff of the Parliament, international and national experts and NGOs as well as with counterparts in international organizations on programme-related activities;
* Organisation of seminars, conferences and event management;
* Work concerned with preparing press releases about the OSCE and its activities,
* Preparing background material about meetings and work programmes of the Organization.
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| Business or sector International Organisation |  |
| **September 2007 – June 2010** | **English Teacher to Adults** ABC Centre – School of English Language, Podgorica* Taught English to adults by using both traditional and innovative teaching methods in classrooms. Educated students in reading, writing and speaking skills.
* Managed tutoring schedules on daily basis.
* Maintained records of each tutoring session. Maintained tutoring station safe and organized.
* Provided academic guidance to students based on their needs.

Business or sector School for teaching English as a second language to adults  |  |
| **September 2007 – May 2008** | **Import Assistant** |  |
| Bar-Kod Company, Donja Gorica bb, 81000 Podgorica, tell: +382 20 260 740 |  |
| * Administrative and finance work within HQ offices regarding import of goods and their registration and classification;
* Review of invoices and revision of contracts;
* Planning, supervision and coordination of administrative activities,
* Translation of business communication,
* Consecutive translation during business negotiations and translation of legal and specialized documentation;
* Organization of meetings and assistance in organization of promotional events.
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| Business or sector Private company for export/import of various goods  |  |

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| EDUCATION AND TRAINING |   |

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| **August 2010 – December 2013** | **Certificate for the Basic course in Gestalt Psychotherapy** | Replace with EQF (or other) level if rel |
| Gestalt Psychotherapy Training institute Malta, 2-year basic course, [www.gptim.com](http://www.gptim.com)  |
| * History and roots of Gestalt Psychotherapy; Main theoretical concepts and methods; Theory of Gestalt Therapy and Methodology
* Personal styles in contacting own environment and awareness about self
* Assessment of oneself according to Gestalt theory; Working through main personal issues
* Understanding the patterns of own contacting the environment and its content within Gestalt theory
* For oneself: Who they are in the context, what they need, where they are obtaining it from and what the consequences are for themselves and the environment in the light of Gestalt theory.
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| **September/October 2014** | **wingwave coach** Besser-Siegmund-Institut, Hamburg, Germany, [www.wingwave.com](http://www.wingwave.com)  |
|  | Helping others obtain peak performance through: concise success coaching, creative dynamics and inner balance.To reach personal and professional goals, wingwave coaching represents an approved short-term-coaching-concept, which combines established and well researched psychologic coaching elements. For more than ten years managers, artists, trainees, students, athletes and actors have made use of the wingwave method to reach their goals and gain success. wingwave coaching optimizes one’s productivity and creative ability by stabilizing own emotional and mental balance – easing challenging and demanding situations in particular. |
| **May 2013** | **Transformation Game Facilitator** | Replace with EQF (or other) level ift |
| Findhorn Foundation College, Scotland, UK <http://www.findhorncollege.org/>  |
| * Self-discovery tool in the form of a board game
* Facilitation of personal processes individually or in groups
* Giving constructive personal feedback and support to players to fulfil their Game’s focuses
* More info at <http://www.findhorn.org/workshops/game/#.U8zJdfmSxhw>
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| **October 2001 – December 2006** | **B.A. (honours) in English Language and Literature**4-year diploma studies, Faculty of Philology University of Belgrade, Serbia http://www.fil.bg.ac.rs/eng/ | Level VII according to EQF |
| * Contemporary English Language (Listening, Speaking, Reading, Writing),
* English Language (History, Phonology, Morphology, Syntax),
* English Literature (Anglo-Saxon, Renaissance, Early Modern, Romanticism, 20th century),
* Special courses in Shakespeare and English/Serbian Contrastive Analysis,
* English Teaching Methods, Pedagogy, Philosophy, Sociology, Ecology, German as second language
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| PERSONAL SKILLS |   |

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| Mother tongue(s) | Serbian/Montenegrin |
| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| English | C1 | C1 | C1 | C1 | C1 |
| German | B2 | B2 | B2 | B2 | B1 |
|  | Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient userCommon European Framework of Reference for Languages |

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| Communication skills | * My communication skills were developed over the years through my work as project officer/assistant, interpreter and lately as beginner psychotherapist. This implies listening (with not only ears, but with eyes, brain and heart), understating interlocutor’s position and finding common solution, but at the same time being confident in saying what I think in an adequate way.
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| Organisational / managerial skills | * I am advanced in organisational skills which implies my ability to organize my time, deadlines and productivity. This is present in all my jobs in international organisation and business sector. Since I am a generalist, with several areas where I hold expert position, I tend to adapt easily to different working environments and tend to easily follow business processes thanks to my varied experience within the international sector.
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| Job-related skills | * Excellent coordination skills of different processes and tasks (currently working flexi-time from home which allows me to adapt to constant change of work priorities in a short period of time)
* Excellent in essay, report and grants writing that I gained through my extensive work in the international and NGO environments.
* Excellent command of quality control processes (currently responsible for quality event management of all self-growth workshops I organise and events within a small women-driven company here in Montenegro).
* Good skills in monitoring and evaluation (was a member of M&E task team in the UN).
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| Computer skills | * OS Windows and Microsoft Office™ tools
* OS Ubuntu and LibreOffice suite
* Using collaboration tools in every-day work
* Translation tool SDL Trados
* Excellent command of Financial Software Atlas
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| Driving licence | Driving licence B category, active driver. |

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| ADDITIONAL INFORMATION |   |

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| PublicationsPresentationsProjectsConferencesMembershipsReferences | * Completed School for Gender Studies (April 2010) organized by the Ministry of Human Rights and

Freedoms in Montenegro and UNDP Montenegro.* Completed School of Democracy (November 2010) organized by Centre for Civic Education, Montenegro.
* Translation of the book *40 Mountain Trails of Prokletije by Rifat Mulić*

**References**:**Ms Nataša Mirecki,** lecturer at Biotechnical Faculty, mirecki@t-com.me **Ms Aleksandra Crvenica,** previous UNWOMEN Coordinator, consultant, alexandrava@t-com.me **Ms Slavica Dimovska,** VET expert and trainer, slavicar@gmail.com  |