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| Balkanska 8; 11000 Belgrade; Serbia • 0652661882 • ivagugic@gmail.com | | | |
| Curriculum Vitae | | | |
| Iva GugicObjective | | | |
| Born in Belgrade; Serbia, on 26 June 1982 where I resided until relocated to Republic of South Africa in 1993. I completed my primary and high school career in Johannesburg and attended UNISA – University of South Africa, faculty of BSc - Genetics; Mathematics and Statistics. | | | |
| Experience 2014 – 2017 **Uvea Centar** (Centre for diagnosing and treatment of ocular diseases) Belgrade; Serbia  Job Description   * Administration; simultaneous interpretation and translation   2011 – 2014 **IAN (International Aid Network)** Belgrade; Serbia  Job Description   * Administration and translation | | | |
| 2006 – 2010 | | **MI Woodwork** | Johannesburg; SA |
| Job Description  * Company manager, including bookkeeping; production line preparation; and computer maintenance. | | | |
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| 2001 – 2005 | | **TG Associated Architects** | Johannesburg; SA |
| Job Description  * Personal Assistant (PA) | | | |
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| Education | |  |  |
| 2011 Completed a course on “Odnosi sa medijima” Belgrade; Serbia  2011 Completed a course on “Javno zagovaranje i lobiranje” Belgrade; Serbia  2011 Completed a course on “Upravljanje ciklusom projekta” Belgrade; Serbia  2011 MULTILINGUA Simultaneous interpretation and written translation course Belgrade; Serbia  2003 UNISA (University of South Africa), some credits in BSc - Mathematics and Statistics  Johannesburg; SA  2001 – 2002 Obtained credits from University of Witswatesrand, BSc in Genetics Johannesburg; SA  1997 – 2000 Serbian School, completed a 4 year Serbian course (in accordance  with the board of education, Republic of Serbia). Johannesburg; SA  1996 – 2000 Greenside High school, matriculated with exemption Johannesburg; SA  1994 – 1995 Robinhills Primary School Johannesburg; SA  1989 – 1994 Primary School ‘Drinka Pavlovic’ Belgrade; Serbia  **Special Skills**  2008 ICDL (international computing drivers licence) Johannesburg; SA  2003 Completed a course in C++ Johannesburg; SA  1998 Completed a first aid course and worked on school premises Johannesburg; SA  Fluent in Serbian and English.  Computer literacy  Besides knowledge of ICDL and C++, I am also literate in ‘Cutlist Plus’; Project Manager; Adobe; and various other computer applications.  I am currently studying Dragon Naturally Speaking and JAWS.  Have extensive knowledge of computer hardware. | | | |
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| References | |  |  |
| Reference letters are available on request.  **Disability**  Since the beginning of 2006 I have had extensive eye problems and in 2010 was diagnosed with bilateral ‘Uveitis totalis’ and thus have a lowered field of vision due to the disease that has officially been categorised as second degree of disability. | | | |
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