

Curriculum Vitae



Personal informations

Name and surname **MILIĆEVIĆ JOVAN**
Address Novopazarska 43, Belgrade
Phone 011-2451-666 Mobile phone: 063-77-27-000
E-mail jovan.milicevic@studentskismet.com Date of birth: 07.02.1985

Work experience

1. Period	July 2008 – Present
Position	B2B Tech Support
Obligations and responsibilities	Tender consultant, marketing operations – creating visual identity and establishing newsletter, tv promotions, business correspondence and consulting, trainings, developing new services
Name and address of organization	ERC Commerce Computers, Nikole Djurkovic 44, Belgrade
2. Period	February 2008 – April 2008
Position	Coordinator of project FONKLAME
Obligations and responsibilities	Team coordination, scheduling assignments, making contacts and cooperation with foreign partners, ensuring space and technical capacities, negotiations with sponsors
Name and address of organization	FON Career Center, Jove Ilića 154, Belgrade, Faculty of organizational sciences
3. Period	May 2007 – February 2008
Position	Enterprise marketing assistant
Obligations and responsibilities	Assistance in event organization, updating of client base, making profiles of client companies, translating and correcting texts from English to Serbian, leading small project, archiving of POP material
Name and address of organization	Hawlett Packard d.o.o.m Bulevar Mihajla Pupina 10B, Belgrade
4. Period	January 2007 – May 2007
Position	Magazine manager
Obligations and responsibilities	Negotiations with sponsors, creating and conducting marketing plan, securing financial assets and their distribution
Name and address of organization	Magazine FonCom, Jove Ilića 154, Belgrade, Faculty of organizational sciences
5. Period	July 2005 - Present
Position	Marketing manager
Obligations and responsibilities	Organization of seminars, lectures and presentations, improving skills and knowledge, conducting research on level of Republic Serbia, constant cooperation with leading companies, organization of internships, IT support, logistic support
Name and address of organization	Fon Career Center Jove Ilića 154, Belgrade, Faculty of organizational sciences

6. Period March 2005 - Present

Position **Member of executive board**

Obligations and responsibilities Lecturing on Faculty of organizational sciences, University of Belgrade, Serbia, and on Faculty for administration, University of Ljubljana, Slovenia

Name and address of organization **Debate club, Jove Ilića 154, Belgrade, Faculty of organizational sciences**

Education

Qualification **Senior undergraduate**

Name of faculty Faculty of organizational sciences, University of Belgrade

Major subjects Marketing, Organization basics, Marketing research and marketing information systems, English, Economy

Skills Presentation, public speaking, communication skills, teamwork

Date of beginning and type of studying 9.7.2003, regular studies

Domain **Management**

Personal skills

Languages

English **Very good**

French **Basic knowledge**

Organizational skills Teamwork, enterprising, communication skills, coordination

Computer knowledge Very solid knowledge of Office applications, solid knowledge of Dream Weaver and Photoshop

Other skills Negotiations, work under pressure , creativity

Driving license B category