



Ivana Markovic



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Daueraufenthaltskarte EU

Profile

- 10 years experienced specialist with a demonstrated history of working in the semiconductor industry, mainly in IT and Telecommunications
- Very flexible and adjustable to the new environment, due to the variety of my previous experiences
- Experience in law field of expertise showed me how effectively to push for integrity and to do right things in a right manner.

Computer skills

- OS
- Windows
- Android
- Internet
- Microsoft Office
- OpenOffice
- Photoshop
- CorelDraw
- Latex
- SAP
- Audio & Videoconference Apps

Language skills

- Serbian – Native
- English – C1/C2
- German – B2/C1

Work experience

Apple B.V. & Co KG Linz

December 2019 – November 2021

Business Operations

- Interface to Linz and Munich teams to provide and negotiate the corresponding agreements with vendors (such as confidentiality, purchasing, service and development, IP protection agreements)
- Responsible for Onboarding/Offboarding, Logistics, Travel management and other site related topics and projects
- Optimize, develop, and implement new procedures and projects in collaboration with different global departments
- Communicate and provide advice, trainings, and general guidance for local teams on various procedures (e.g., Confidentiality, Agreements, Patents, Travel Time and Expense reporting)
- Create documentation using various MS/OS tools and other tracking tools)
- Support Linz Site Management and local teams

Intel Linz

DMCE GmbH Co KG

February 2018 - December 2019

Team & Project Assistant / Administration Support

- Development and organization of team collaboration, agendas, knowledge transfer in MA process for Group General Manager and General Site Manager
- Cross site and collaboration with different departments
- Main point of contact and responsible for second site in Linz (50 employees)
- Coordinate and assist employees in Front & Back office, Travel management, HR, Legal, IT, Facility, and Occupational health topics
- Coordinate new hire orientation, provide on-boarding, training and support for new employees
- Coordinate termination of employments
- Time accounting tool (New hires, contract changes, employment termination and different types of absences)
- Project support and conducting internal events (trainings, presentations, team events, workshops and management visits)

Asseco SEE doo Serbia

August 2014 – February 2018

Legal Advisor

- Drafting agreements and other legal documents (national and international) in the following fields: IT law (SW and HW), Corporate law, Labor law, Data Protection law, IP rights protection, Contract law, Taxes, Public procurement (Republic of Serbia and EU-funds)

Personal skills

- Responsible and reliable
- Detailed-oriented
- Decision Making
- Communication skills
- Negotiation skills
- Flexible
- Creative
- Organization skills
- Time Management
- Teamwork with high capability to work also independently
- Empathy
- Multitasking

Work experience

Law office/Various companies

January 2010 – August 2014

- Legal support (national and international) in the following fields: Contract law, Company law, Labor law, IP law, Public procurement in Republic of Serbia)

Education

October 2020 - present

- **Business informatics**
Johannes Kepler University Linz, Austria

May 2013

- **Bar exam**
Ministry of Justice and Public Administration, Belgrade, Serbia

October 2003 – May 2009

- **Dipl. – Jur.**
University of Belgrade, Serbia, Faculty of Law
(Recognized by Federal Ministry Republic of Austria
Education, Science and Research)

September 1999 – July 2003

- **High school**
Zemun gymnasium, Matura, Belgrade, Serbia