

RESUME

| | |
|----------------------|---|
| Name and Surname | Julija Vladimirova (maiden surname Brzovska) |
| Address | 25, Zenevska str. Skopje, Macedonia |
| Telephone, e-mail | Mobile: +389 70 343425, |
| e-mail | julijabrzovska@gmail.com |
| Professional profile | https://www.linkedin.com/in/julijabrzovska/ |
| Nationality | Macedonian |



Summary

- 20+ years' experience in Office management and administration,
- 18 years' experience in Project administration and related Project finance administration of projects funded by various international donors – European Commission, Food and Agriculture Organization of the United Nations, Joint Research Institute of the EC, etc.
- 8+ years' experience in the HR field related to management of the whole process of employment, from advertising to onboarding, administration of personnel and personnel files, payroll administration.

Proactively tackle issues, highly skilled in tracking details, providing top-notch administrative support to management and senior executives, overhauling administrative processes to improve accuracy and efficiency and maintain efficient office operations with effective use of resources.

With great passion for organization, team-oriented person, but also self-driven professional who is motivated by results. Values time; punctual at work and consistently meets deadlines.

Self-starter, ability to learn new systems and processes quickly and in depth, with great passion for organization, team-oriented person, but also self-driven professional who is motivated by results.

Loves and has an ability to handle multiple tasks simultaneously.

Great communicator who is using NLP tools and skills. Computer literate with practical experience in Microsoft applications.

Diligent, meticulous, persistent and attentive, dynamic and dedicated, analytical, systematic, precise and detail-oriented.

Emotionally intelligent, proactive team player, an outstanding work ethic, "can do" attitude, with strong interpersonal skills, personal integrity and trust and a focus on supporting others and helping them shine.

Professional Experience

| Period from – to | Position | Employer |
|-------------------|---|---|
| 08-2019 - ongoing | Office Manager | Center for Business Psychology, Systemic & NLP SEE, Skopje, Macedonia |
| 11-2018 – 06-2019 | Office Assistant | German Development Bank (KfW) - Skopje, Macedonia |
| 05-2015 – 10-2018 | Technical Secretary | Regional Rural Development Standing Working Group (SWG) in SEE, Skopje, Macedonia |
| 01-2010 – 04-2015 | Personal Assistant, HR, Contract and Cash Officer | |
| 08-2005 – 10-2009 | Office Manager | Deutsche Gesellschaft fuer Technische Zusammenarbeit (GTZ) GmbH – Skopje Office |
| 11-1999 – 07-2005 | Project Secretary, | |
| 12-1995 – 10-1999 | Secretary of the GM and Import officer | Private company "Interkam" Skopje |

Languages

| | | | | | |
|--------------------|---------------|---------|-------------|------------|---------|
| Mother tongue(s) | Macedonian | | | | |
| Other language(s) | | | | | |
| self-assessment | Understanding | | Speaking | | Writing |
| European level (*) | Listening | Reading | interaction | production | |

| | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| English | C2 Proficient user | C2 Proficient user | C2 Proficient user | C2 Proficient user | C2 Proficient user |
| SEE region languages – Serbian, Bosnian, Montenegrin, Croatian | C2 Proficient user | C2 Proficient user | C2 Proficient user | C2 Proficient user | C2 Proficient user |
| German | A2 Basic user | A2 Basic user | A2 Basic user | A2 Basic user | A1 Basic user |
| Bulgarian | B2 Independent user | B1 Independent user | B1 Independent user | B2 Independent user | B1 Independent user |

(*) Common European Framework of Reference (CEF) level

Education - October 1984 – June 1991

University Sts. Cyril and Methodius, Skopje, Faculty of Economics - Bachelor of Economics, Financial, accounting and banking – Level in national or international classification - 7/1 (national classification) or Level VIA - 240 ECTS (EQF level)

Annexes

Annex 1 List of Accomplishments and Awards/Honors/Appraisals

Annex 2 List of References

Annex 3 Detailed description of assigned tasks and responsibilities during employment

Annex 4 List of completed trainings and seminars

Accomplishments

- During engagement within NLP Macedonia – Center for Business Psychology, Systemic & NLP, SEE
 - Re-organized evidence system in office administration and finance administration for efficient functionality,
 - Significant contribution to increase of revenue growth in 2020 by 25% compared to 2019 and increase of revenue by 39% in 2021 compared to 2020.
- During engagement within the Office of the German Development Bank (KfW) in Skopje:
 - Updated and improved the Office Administrative Manual to serve for easier introduction of new employees;
- During engagement within the Regional Rural Development Standing Working Group (SWG) in SEE:
 - Developed a Protocol on working procedures for self-training of new employees, containing different types of documents including finance administration, office administration, HR. This document served as an important base for onboarding new employees, saving senior staff resource time and was later incorporated into the Official SWG Manual or Procedures, finalized by an international consultant according to the EU rules.
 - Re-organized evidence system in office administration and finance administration for efficient functionality,
 - Developed a spreadsheet for evidence of incoming post and documents, especially invoices, for enabling easy traceability of movement of the documents within the organization, resulting in on-time payment and complete decrease in payment of penalties for late payment;
 - Participated in organization of 15 high level events – eight Annual Working Meeting of Ministers of Agriculture from South Eastern Europe and seven Agricultural Policy Forums, with always more than 100 participants - representatives of relevant public authorities, civil and private sector from the SEE region and abroad, European Commission, international donors – information provided on www.seerural.org.
- during engagement within Deutsche Gesellschaft fuer Technische Zusammenarbeit (GTZ) GmbH:
 - Created well-structured database of travel cost calculations for all GTZ Macedonia employees, including Senior Management staff and experts – GTZ HQ Employees, which served as a basis for taxation in Germany for GTZ HQ Employees and helped saved financial resources,
 - Created a more efficient Word database for forms, letters and documents for saving resource time,
 - Trained new staff members of other GIZ Projects on GIZ administrative procedures,
 - Assisted, arranged and organized numerous conferences, meetings, study visits, BtoB Meetings, etc.

Awards/Honors/Appraisals

- 2003 Awarded Appraisal for presentation during the training in Office Management

2003 Awarded Gratitude for performance within given assignment appreciated as contribution to the overall success of the German Macedonian Technical Development Cooperation
- 2016 Awarded Appreciation for active support and invaluable contribution to the grand success of the VII International Scientific Agricultural Symposium “AGROSYM 2016”

Annex 2

List of references

Mr. René Eschemann – Director of KfW Office Skopje

German Development Bank (KfW) - KfW Office Skopje

Tel: : +383 38 22 41 41

Mobile: +383 49 144 800

E-mail: rene.eschemann@kfw.de

Mr. Boban Ilic, Secretary General

Regional Rural Development Standing Working Group (SWG) in South Eastern Europe

Tel: +389 2 3217708

Mobil: +389 70 248636

E-mail: boban.ilic@swg-seerural.org

Ms. Irena Dzimrevska

Former Head of Operations at Regional Rural Development Standing Working Group (SWG) in South Eastern Europe

Mobil: +389 70 323439

E-mail: ldzimrevska@yahoo.com

Ms. Wiebke Ottenbreit – Team Leader, Head of Administration

GIZ – German International Cooperation

Tel: +49 6196 79-0

wiebke.ottenbreit@giz.de

ottenbreit@t-online.de

<https://www.linkedin.com/in/wiebke-ottenbreit-5b1196163/>

Dr. Hans Rudat, Team Leader

GIZ – German International Cooperation

hans_rudat@yahoo.de

<https://www.linkedin.com/in/hans-rudat-dr-9ab13a44/>

Annex 3

Detailed description of assigned tasks and responsibilities during employment

| | |
|---------------------------|---|
| August 2019 – ongoing | <p>Office Manager at Center for Business Psychology, Systemic & NLP, SEE, Skopje, Macedonia, https://nlpmacedonia.com/</p> <ul style="list-style-type: none"> - Oversee and perform administrative functions; - Office communication (telephone calls and written correspondence in Macedonian and English language) externally with third parties; - Conducting administrative issues of the Office (printing, filing, archiving, etc.), as well as logistical and meeting arrangements; - Prepare and issue invoices for clients and customers; - Prepare and track payments for invoices and other financial transactions through bank; - Conduct internal evidence of costs and revenues in Excel format and weekly and monthly reconciliation with bank statements; - Collect bank statements, prepare accounting documents for the external book-keeping, - Monitoring published tenders on websites and other media; - Preparation of documentation for participation in public tenders in accordance with the tender requirements and established procedures; - Providing support in the preparation of tender documentation; - Information management and flow; - Take care of implementation of HR procedures - administer employee's files with all HR-related documentation as per legal legislation and procedures, maintain and update internal HR records and files (annual leave calendar, sick leave); - Writing of press releases and supporting public relation activities; - Translation of documents and meetings; - Taking care of Office facilities, materials and related procurements, IT infrastructure, Office premises and assets; - Compiling power point presentations, statistics and documents; - Coordinate and provide an efficient administration support to organization of trainings. |
| November 2018 – June 2019 | <p>Office Assistant at German Development Bank (KfW) - KfW Office Skopje, Macedonia, www.kfw.de</p> <ul style="list-style-type: none"> - Office communication (telephone calls and correspondence) internally with KfW Offices and KfW Headquarter, as well as externally with third parties, - Conducting administrative issues of the Office, as well as logistical and meeting arrangements, - Preparation of the accounting for the Office and preparation of financial transactions and payments in accordance with KfW internal guidelines, - Supporting the budgeting and budget reviews of the Office, - Preparation of Office procurement in accordance with KfW internal guidelines, - Managing the Office rent relationship with GIZ Office Skopje, - Information management, - Compiling power point presentations, statistics and documents, - Supporting public relation activities and writing of press releases, - Translation of documents and meetings, - Taking care of Office facilities, materials and related procurements, of Office vehicles, IT infrastructure and security of KfW Office staff, Office premises and assets, - Coordination of security matters with KfW Headquarter and GIZ Office, - Preparation and organization of Delegation visits and PR events. |
| May 2015 – October 2018 | <p>Technical Secretary at the Head Office / Secretariat of the Regional Rural Development Standing Working Group (SWG) in SEE, Skopje, Macedonia, www.seerural.org</p> <p>Office Administration</p> <ul style="list-style-type: none"> ● Management all aspects of the daily functions of the office – <ul style="list-style-type: none"> - organization of office operations and processes, - administrative work for the office, - organization and scheduling meetings and appointments, - organization of office functions and events, |

- maintenance of office policies and procedures, and ensure they are implemented appropriately,
- coordination of processes and communication with relevant institutions and banks,
- provision of support to visitors at all levels of seniority,
- answers the telephone and responds to inquiries, screening calls for staff,
- process mail including receiving, sorting and distribution of incoming mail to staff,
- associates incoming correspondence with files or related materials, correspondence and reports and distributes incoming and outgoing correspondence and packages,
- coordinates ordering/receipt/distribution/ consumption of office equipment and consumable materials;
- Provide secretarial assistance to the Secretary General (SG)
 - Maintains and organizes diaries and planning and scheduling proper appointments and meetings;
 - prepare correspondence on behalf of the SG, including the drafting of general replies;
 - commissioning work on behalf of the SG and typing documents;
- Proofread, verify and review materials, applications, records and reports for accuracy, completeness and conformance with established standards, regulations, policies and procedures, assure materials, reports and packets for signature are accurate and complete;
 - Compose formats, prepares and edits correspondence and reports with some latitude as to content;
 - Develop, revise, and maintain standardized and master documents; compose correspondence, reports and informational materials; assist in designing and producing technical information handouts; copy, disseminate, and post documents and information as appropriate;
 - Participate in collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participate in the preparation of reports;
 - Establish and maintain filing system of technical documents and correspondence - office files, logs, indexes, control reports, maintains accurate and up-to-date offices files, records, and logs for assigned areas; develop, prepare, and monitor various logs, accounts, and files for current and accurate information, establishes and updates computerized information system on on-going collaboration, counterparts, activities and cooperation with of other international organizations and donors;
 - Serves as administrative assistant to the SWG Secretary General (SG) and as liaison between SG and staff by transmitting information, explaining appropriate work instructions and following up on assignments;
 - Written translation of documents from English to Macedonian language and vice versa;
 - Written translation from German to English language using online translation tools;
 - Consecutive and simultaneous interpretation from English to Macedonian language and vice versa in various occasions – seminars, workshops, etc.
 - Calculation of travel costs reimbursement for the SG according to internal rules.

Human Resources

- Preparation of recruitment materials and post job announcements to appropriate job boards /newspapers /media, etc.,
- Participation in pre-selection of applications for interview and interview with selected candidates;
- Preparation employment contract and Additional Agreements for the employees in accordance with relevant local laws, by-laws and other legal regulations, registration of employments contracts in relevant related institutions (employment agency, health, fund, pension fund, etc.),
- Onboarding and inclusion of new employees and provide assistance for them for familiarization with their roles and incorporation into the team,
- employment contracts registration, renewal and/or termination in the local employment agency;
- Administer employee's files with all HR-related documentation as per legal legislation and internal SWG procedures;
- Assist with the local disciplinary procedures, preparing the documents, keeping track of the performance review;

| | |
|--|--|
| | <ul style="list-style-type: none"> ● Maintain and update internal HR records and files - annual leave calendar, unpaid leave sick leave, maternity leave, travel tracker, resourcing dashboard, training calendar; ● Take care of completion of HR file documents after termination of employment; ● Preparation of certificates and documents upon resignation; ● Manage the process of payroll and personnel administration within the organization, prepare and enter salaries on monthly basis in the specialized payroll program, issue and distribute payroll slips. <p><u>Contracting</u></p> <ul style="list-style-type: none"> - Prepare contracts of all types as per established procedure, based on received Terms of Reference; - supports and advises in contract related questions; - responsible for filing of all relevant original contract documents, files the final contract in respective contract folders; - monitors the contracts' implementation (in cooperation with the project staff and the accountants). |
|--|--|

| | |
|---------------------------|--|
| January 2010 – April 2015 | <p>Personal Assistant, HR, Contract and Cash Officer at the Head Office / Secretariat of the Regional Rural Development Standing Working Group (SWG) in SEE, Skopje, Macedonia, www.seerural.org</p> <p><u>Personal Assistant</u></p> <ul style="list-style-type: none"> ● Maintains and organizes diaries and planning and scheduling proper appointments and meetings for the SWG Secretary General (SG); ● Prepare correspondence on behalf of the SWG SG, including the drafting of general replies; ● Commissioning work on behalf of the SWG SG and typing documents; ● Deals with incoming email, faxes and post, often corresponding on behalf of the SWG SG; ● Takes care of archiving documents, outgoing and incoming post; ● Takes dictation and minutes; ● Takes care of evidence for payment of membership fee of SWG member institutions; ● Written translation of documents from English to Macedonian language and vice versa; ● Written translation of documents from German to English language using online translation tools; ● Consecutive and simultaneous interpretation from English to Macedonian language and vice versa in various occasions – seminars, workshops, etc. ● Assist in organization and logistics for different types of events - meetings, trainings, workshops, conferences, manifestations and travel arrangements within projects implemented by the SWG; ● Assist in monitoring project activities by reviewing of records, including control plans, project inputs, budgets and financial expenditures – for projects implemented by the SWG, ● Assist in support to preparation of activities and preparation of activities' reports and budgets related to the projects implemented by the SWG as required. <p><u>Human Resources</u></p> <ul style="list-style-type: none"> ● Preparation of recruitment materials and post job announcements to appropriate job boards /newspapers /media, etc., ● Participation in pre-selection of applications for interview and interview with selected candidates; ● Preparation employment contract and Additional Agreements for the employees in accordance with relevant local laws, by-laws and other legal regulations, registration of employments contracts in relevant related institutions (employment agency, health, fund, pension fund, etc.), ● Onboarding and inclusion of new employees and provide assistance for them for familiarization with their roles and incorporation into the team, ● employment contracts registration, renewal and/or termination in the local employment agency,; ● Administer employee's files with all HR-related documentation as per legal legislation and internal SWG procedures; |
|---------------------------|--|

- Assist with the local disciplinary procedures, preparing the documents, keeping track of the performance review;
- Maintain and update internal HR records and files - annual leave calendar, unpaid leave sick leave, maternity leave, travel tracker, resourcing dashboard, training calendar;
- Take care of completion of HR file documents after termination of employment;
- preparation of certificates and documents upon resignation
- Manage the process of payroll and personnel administration within the organization, prepare and enter salaries on monthly basis in the specialized payroll program, issue and distribute payroll slips.

Contracting

- Prepares contracts with service providers, consultants and consulting companies, as well as local subsidy contracts, on request of the projects, based on received Terms of Reference;
- Supports and advises the project staff in contract related questions within projects implemented;
- Responsible for the entire contract finalization process including filing of all relevant original contract documents;
- Files the final contract in respective contract folders within organization's and respective projects' evidence;
- Monitors the execution of contracts in cooperation with the project staff within projects implemented.

Finances and Financial administration of projects

- Prepares salary calculations in special salary computerized program, submits salary file to responsible institutions for approval, makes orders for payment of salary, monthly evidence of salary payments and annual reports on paid salaries for submission to responsible institutions;
- Checks the travel expenses claims and prepares calculation of travel costs reimbursement for Office and regional staff according to Organization's internal rules and procedures;
- Prepares VAT and Excise refund documents and submits VAT and Excise refund documents to relevant institutions;
- Makes cash payments in EUR based on prepared, submitted and checked documents for travel costs;
- Makes monthly checks on Third Party Receivables from the computerized accounting system and takes care for their regular updates and refunds;
- Processes and maintains organization's and projects' financial files and records (invoices, bills, payment orders etc.);
- Prepares files with copies of relevant documents (contracts, reports, etc.) for implemented projects for evidence in the SWG office;
- Prepares bank documents (bank statements, documents for bank interest, documents for bank costs, etc.) for signing "materially correct" by superior within projects implemented;
- Takes care on evidence of opened banks accounts for the needs of the Organization's operations, prepares requests for opening new bank accounts according to the needs and accordingly closing;
- Is responsible for the MKD cashbox;
- Makes cash payments in MKD and EUR based on submitted bills for made costs;
- Prepares bills paid in cash for signing "materially correct" by superior officers;
- Makes evidence in appropriate bank and cash books for payments through bank and cash in MKD, EUR and other currencies according to donor requirements after the payments are made, within projects implemented;
- Prepares document "Note for the file" to accompany documents for cash payments where necessary;
- Signs "arithmetically correct" on booking stamps for paid bills in cash.

| | |
|--------------------------------|---|
| AUGUST 2005 – DECEMBER 2009 | Office Manager at the Deutsche Gesellschaft fuer Technische Zusammenarbeit (GTZ) GmbH - Project „Introduction of EU-Directives in the Macedonian Agricultural Policy and Support to Cooperation in the Agro and Food Economy with the Countries in the Region, www.giz.de |
| | <ul style="list-style-type: none"> • Collect, register and maintain information on project activities • Receive, screens and distribute correspondence and attaches necessary background information in Macedonian and English language; • Contributes to the preparation and implementation of variety of reports, by providing information, preparation tables and etc. • Monitor project activities by reviewing of records, including control plans, project inputs, budgets and financial expenditures; • Advise all project counterparts on applicable administrative procedures and ensures their proper implementation; • Assist local experts towards realization of small projects realized within the project; • Initiate procurement processes and assist the preparation of Reports for the procurement of equipment; • Accounting and book-keeping, preparation of orders for payment and payment requests for salaries, operational expenses for the project; • Checks the travel expenses claims and prepares calculation of travel costs reimbursement for project and all GTZ Macedonia employees, including including Senior Management staff and experts – GTZ HQ Employees, according to GTZ rules and procedures; • Support the preparation and activities' reports and budgets related to the project, as required; • Preparing financial plan at the beginning and financial report at the end of the accounting period - monthly basis; • Organization and logistics for different types of events - meetings, trainings, workshops, conferences, manifestations and travel arrangements; • Prepares agenda and arranges field visits, appointments and meetings both internal and external related to the project activities and writes minutes from the meetings; • Prepares contracts with service providers, consultants and consulting companies, as well as local subsidy contracts, based on received Terms of Reference; • Responsible for the entire contract finalization process including filing of all relevant original contract documents; • Monitors the execution of contracts in cooperation with the project staff; • Maintains files on various subjects; • Provides written and consecutive interpretation and translation of documents and correspondence from Macedonian to English language and vice versa; • Maintains records over project equipment inventory; • Written translation of documents from English to Macedonian language and vice versa; • Written translation of documents from German to English language using online translation tools; • Consecutive and simultaneous interpretation from English to Macedonian language and vice versa in various occasions – seminars, workshops, etc. • Conduct other activities deemed as necessary within the framework of the project. |
| NOVEMBER 1999 – JULY 2005 | Project Secretary at the Deutsche Gesellschaft fuer Technische Zusammenarbeit (GTZ) GmbH - Project „Modernization of the Macedonian Agro and Food Economy and its Approximation to the EU“ – Agro promotion, www.giz.de |
| | <ul style="list-style-type: none"> • organization of meetings and travel arrangements; • correspondence in Macedonian and English language; • written and consecutive translation from Macedonian to English language and vice versa; • processing, maintaining and filling documents and records; • assist local experts towards realization of small projects realized within the project; • initiate and conduct procurement process for procurement of equipment, other goods and services according to the project needs; • preparation of orders for payment and payment requests for salaries, operational expenses, etc., for the project; • checks the travel expenses claims and prepares calculation of travel costs reimbursement according to Project's rules and procedures |

| | |
|--|--|
| | <ul style="list-style-type: none"> ● organization and logistics for different types of events - meetings, trainings, workshops, conferences, manifestations and travel arrangements; ● support the preparation and activities' reports and budgets related to the project, as required; ● accounting and book-keeping, financial plan at the beginning and financial report at the end of the accounting period - monthly basis; ● receive visitors, handle telephone calls; ● Prepares contracts with service providers, consultants and consulting companies, as well as local subsidy contracts, based on received Terms of Reference; ● Responsible for the entire contract finalization process including filing of all relevant original contract documents; ● Monitors the execution of contracts in cooperation with the project staff; ● Written translation of documents from English to Macedonian language and vice versa; ● Written translation of documents from German to English language using online translation tools; ● Consecutive translation from English to Macedonian language and vice versa in various occasions – seminars, workshops, etc. ● Conduct other activities deemed as necessary within the framework of the project. |
|--|--|

| | |
|---------------------------------|---|
| DECEMBER 1995 – OCTOBER 1999 | <p>Secretary of the General Manager and Import officer at the private company "Interkam" Skopje Goce Kamcev, General Manager and Owner, http://kam.com.mk</p> <ul style="list-style-type: none"> ● administrative - secretarial activities and organization of meetings and trips ● business correspondence in Macedonian and English language ● written and consecutive translation in English language ● processing and maintaining documents ● supporting team work ● organization of import activities and custom clearance of goods ● organization of transport of goods of the company product portfolio – airfreight, sea-freight, overland ● basic economic calculations, invoicing, data processing, bank payments; ● Written translation of documents from English to Macedonian language and vice versa; ● Written translation of documents from German to English language using online translation tools; ● Consecutive translation from English to Macedonian language and vice versa in various occasions. ● e-mail and Internet working |
|---------------------------------|---|

Annex 4 List of completed trainings and seminars

| | |
|--|--|
| Dates | 15-22 June 2019 |
| Principal subjects/occupational skills covered | Training – Time Management What is the time, features...?, What is management of time? Personal vision, Defining the life roles and their importance. Setting up long-term, medium-term and short-term goals. Prioritizing tool. Creating a To Do List. Testing to discover the Time Stealers. Guidelines for non-postponement. Golden Rules for Time Management. Psychological time (past, present and future) and the connection to stress. |
| Name and type of organization providing training | SIMBIOTIKA – Institute for personal and organizational development, Skopje |

| | |
|--|--|
| Dates | September 2015 – June 2016 |
| Principal subjects/occupational skills covered | Training – Systemic Dynamic Work Method Program Basic attitude, Systemic view and principles, Coping dynamics and working with the triad, Entanglements in systems, Organizational systemic dynamics and special themes in constellation work, Soul and Trauma and Systemic Coaching and Supervision and personal issues Constellation, |
| Name and type of organization providing training | Center for Business Psychology – Systemic NLP SEE – Skopje, Macedonia, in cooperation with the International Institute of Applied Psychology - Bureau Land & Partners, The Netherlands |

| | |
|--|--|
| Dates | September 2013 – June 2014 |
| Principal subjects/occupational skills covered | Training – Neuro-Linguistic Programming (NLP) – Master Practitioner Program focus on learning process, set up to achieve fast and visible results with practical application of NLP techniques and their use in various contexts, with a final goal of integrating all of the NLP techniques combination of instructions, demonstration, discussion, modeling and interactive practice of NLP techniques. |
| Name and type of organization providing training | Center for Business Psychology – Systemic NLP SEE – Skopje, Macedonia, in cooperation with the International Institute of Applied Psychology - Bureau Land & Partners, The Netherlands |

| | |
|--|--|
| Dates | September 2012 – April 2013 |
| Principal subjects/occupational skills covered | Training – Neuro-Linguistic Programming (NLP) – Practitioner Level advanced Introduction to NLP: What is NLP? NLP and its history. NLP and presuppositions. Enhancing sensory capabilities, Representation systems, Creating rapport, Sub modalities for change, NLP language patterns, Reframing, Anchoring, Basic presentation principles, Strategies in human behavior, Working on sharing, Basic principles of Timeline Technique |
| Name and type of organization providing training | Center for Business Psychology – Systemic NLP SEE – Skopje, Macedonia, in cooperation with the International Institute of Applied Psychology - Bureau Land & Partners, The Netherlands |

| | |
|--|---|
| Dates | April 2008 – September 2008 |
| Principal subjects/occupational skills covered | Training – Neuro-Linguistic Programming (NLP)– Business Practitioner Level improvement of organizational skills and behavior, conscious use of unconscious communication processes, recognition of motivation strategies to better self and others' motivation, recognition of appropriate working abilities of each person, skillful use of language patterns, proper formulation of goals, clear priorities set and realization of ideas |
| Name and type of organization providing training | Training center – Agency for Communications “Ksantika” Skopje In cooperation with NLP Institute, Belgrade, Serbia |

| | |
|--|---|
| Dates | February 2007 – June 2007 |
| Principal subjects/occupational skills covered | Training – Project Management - Project Cycle Management, Planning, Project Planning Process, Management and Implementation, Evaluation |
| Name and type of organization providing training | Education and training center – COSMO Innovative Center Skopje |

| | |
|--|---|
| Dates | February 2007 – June 2007 |
| Principal subjects/occupational skills covered | Training – Project Manager - Project Management, Business Communication and Human Resources, Project Applicative Software (Power Point, MS Project), Business English |
| Name and type of organization providing training | Education and training center – COSMO Innovative Center Skopje |

| | |
|--|--|
| Dates | July 2006 |
| Principal subjects/occupational skills covered | Seminar Stress Management: |
| Name and type of organization providing training | Education and training center – COSMO Innovative Center, Skopje, Macedonia |

| | |
|--|--|
| Dates | November 2005 |
| Principal subjects/occupational skills covered | Negotiations and communication skills |
| Name and type of organization providing training | Training center – CS Global, Skopje, Macedonia |

| | |
|--|--|
| Dates | November 2003 – January 2004 |
| Principal subjects/occupational skills covered | Seminar Office Management: Communication skills, marketing, finance and accounting, computer skills, business English, human resources |
| Name and type of organization providing training | Education and training center MOTIVA – Skopje Brewery, Skopje, Macedonia |

| | |
|--|--|
| Dates | December 2000 |
| Principal subjects/occupational skills covered | training in book-keeping and accounting |
| Name and type of organization providing training | Deutsche Gesellschaft fuer Technische Zusammenarbeit (GTZ) GmbH, Eschborn, Germany |

| | |
|--|--|
| Dates | March 1999 - April 1999 |
| Principal subjects/occupational skills covered | Seminar Business communication: business communication and letter writing, computer skills, business English |
| Name and type of organization providing training | DETRA Education and training center Skopje, Macedonia |

| | |
|--|---|
| Dates | January 1999 - February 1999 |
| Principal subjects/occupational skills covered | Seminar Personal Management: time management, conflict management |
| Name and type of organization providing training | DETRA Education and training center Skopje, Macedonia |