



Personal information

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Nationality	Macedonian
Date of birth	25 September, 1996

Job experience

- Date 03.2020– current
- Organization **HERA – Health Education and Research Association**
- Sector NGO
- Position Project coordinator
- Main responsibilities
 1. **Coordinator of Youth Centers “I want to know” and mobile gynecological ambulance – Ministry of Health:** Coordination, communication and support of the team of service providers in the services and partner organizations; organizing shifts; care for the quality of services in the services; procurement and monitoring of medical materials; preparation of narrative and financial reports and contracts/agreements; monitoring budget spending and preparing orders; entering data from the services in the database; planning and organizing trainings and promotion of social media services.
 2. **Coordinator of Center for Drug Prevention – City of Skopje:** Conducting activities and providing services in the Counseling Center, coordination and support of the team of service providers, taking care of the quality of services in the Counseling Center, keeping records of shifts and payments for service providers, monitoring of the budge and spending, preparing narrative reports and contracts/agreements, promotion of the Counseling Center, organization of annual trainings.
 3. **Project coordinator of the project “Carrying of reproductive health of the women from rural areas in the period of Covid – 19” – British Embassy in Skopje:** Communication and coordination with contact persons from rural areas and service providers, organizing field shifts with a mobile gynecological clinic in rural areas, monitoring the needs of women from rural areas, procurement of protective materials, vitamins and minerals for pregnant women and their distribution, preparation of monthly narrative and financial reports for the needs of the donor.
 4. **Project coordinator of the project “Piloting solutions for**

diagnosis and improving primary health care and remote monitoring of patients” – UNDP:

Providing services for measuring glycemic level, temperature, saturation and blood pressure in pregnant women, preparing weekly reports and organizing weekly meetings with a partner organization, monitoring the database for input of tests performed, monitoring and recommendations for software bugs on measuring devices, performing media promotion for services.

5. **HIV counsellor:** Pre-test counseling, post-HIV counseling, accompanying clients to a health or other institution, engaging in HIV awareness campaigns, promoting HIV services on social media.

- Date 07.2021 –current
 - Organization **CSI LINK – Center for Social Initiatives**
 - Sector NGO
 - Position Finance and administrative manager
 - Main responsibilities Preparation of narrative and financial reports, preparation and payment of orders, archiving documents and invoices, processing of contracts, close cooperation with an accounting firm, communication with competent institutions and organizing meetings and events, procurement of office equipment and additional administrative and financial work.
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- Date 08.2019 – 03.2020
 - Organization **IOM – UN / International Organization for Migration**
 - Sector NGO
 - Position Social worker
 - Main responsibilities Field social work within the project "Strengthening national capacities in the field of asylum, migration and human trafficking". Informing, forwarding and accompanying children and young people up to 18 years of age without personal identification, providing social rights and services as well as offering health support for people at risk, home inspection, creating social anamnesis, visits to social work centers and enforcement administrative procedures for providing personal identification, preparation of monthly narrative reports for the needs of the Ministry of Labor and Social Policy and IOM.
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- Date 12.2019 – 02.2020
 - Organization **EKVALIS – Association for Educational Development**
 - Sector NGO
 - Position Finance and administrative assistant
 - Main responsibilities Receiving and producing organizational documents, procurement of materials and services according to the established rules of the organization and according to the project needs, participation in preparation of financial reports for current and future projects and revision of budgets, logistical support in organizing events, workshops and youth programs are current in the organization.

- Date 05.2019 – 07.2019
- Organization **Green House – private kindergarten**
 - Position Personal assistant
 - Main responsibilities Personal assistant to a child with a disability, assistance and support to a child with a disability for successful socialization and integration in the environment, assistance and support to the family, information, referral and support for necessary activities for full inclusion in the environment.
- Date 06.2018 – 08.2018
- Organization **Project HOPE**
 - Sector HBO
 - Position Volunteer
 - Main responsibilities Providing general administrative and service support, including data entry, emailing, scanning, faxing.

Additional job experience

- Date 03.2018 – current
- Organization **Association of Social Work Students – ASWS -Skopje**
 - Sector NGO
 - Position CEO & Founder
 - Main responsibilities Organizing and participating in the 5th regional congress of social work students in Skopje, organizing events and workshops with social work students and other civil society organizations, participating in the 6th and 7th regional congresses of social work students, organizing humanitarian actions and donating food, clothing and hygiene items to socially excluded persons and persons at risk of poverty.
- Date 08.2021 – current
- Organization **MPPS – Macedonian platform against poverty**
 - Sector NGO
 - Position Member of Executive Board
 - Main responsibilities Promoting social equality and justice, participatory democracy and civic solidarity. Organizing public events, promotions and campaigns to raise awareness of the situation related to poverty and involvement in activities related to the preparation and revision of national documents to combat poverty.

Education

- Date September 2015- June 019
- Name of the educational institution University "St. Cyril and Methodius University - Skopje, Faculty of Philosophy, Institute for Social Work and Social Policy "Mother Teresa"
- Qualification **Social Worker**

Trainings/courses

Summer School - Management in Migrant Crisis - Faculty of Philosophy - Skopje and Faculty of Criminology, Criminology and Security Studies - Sarajevo	06.2018
Project management – Fundamentals – Udemy	05.2019
Skills for success - Educational Center PIVARA Skopje	08.2019
Training for administrative and financial management – HERA	03.2020
Scrum Methodology – Brainster, Skopje	03.2020
Innovation in community, social services - EPTISA	11.2021

PERSONAL SKILLS**Foreign languages**

	Reading	Writings	Speaking
English	Excellent	Excellent	Excellent
Turkish	Excellent	Excellent	Excellent
Macedonian – native			

Driving license – B category