

PERSONAL INFORMATION

Darko Leshoski

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Sex Male | Date of birth 04/07/1984 | Nationality Macedonian

WORK EXPERIENCE:

January 2020 – Ongoing

3D HUB.MK – Marketing, Social Network manager and customers support.

Management of components ongoing projects and Social Media Networks Fan pages

- Daily communication and management with customers, private companies, and clients – social media and web management of content
- Representing the company on all national and international events
- Communication with clients and coordination of the activities (joint and individual); • Responsible for approval of reports; • Support of HR and PR strategies.

January 2018 – December 2019

EU CFCD – Smart Tool for Business Management – Public Relations

Management of components ongoing projects

- Daily communication and management with stakeholders included in the project
- Representing the project on all national and international events
- Project planning and reporting
- Communication with partner stakeholders and coordination of the activities (joint and individual); • Responsible for approval of reports; • Support in organization of the capacity building events and PR strategies.

May 2018 – June 2019

UNDP – National Atlas of Protected Areas – nature.mk – Project Manager and Public Relations

Management of components ongoing projects

- Management of the project implementation in Macedonia, Serbia and Montenegro
- Coordination of the Activities between the Head Office of UNDP Macedonia, Ministry of Environment and Physical Planning
- Project management,
- Project activities in details coordination and implementation,
- Monitoring and evaluation of the project documentation
- Future project implementation program planning
- Reporting and communication with all stakeholders included in the Project

- Replace with dates (from - to)

June 2017 – January 2018

Cabinet of the Prime minister of Republic of Macedonia

Protocol and PR of the Prime minister and The Government of Republic of Macedonia (management of public events, social networks content and various confidential processes)

November 2016 – June 2017

IPA II Cross- border programme Albania – Macedonia 2014-2020 - Communication and visibility officer and Social Networks Manager

- Appropriate visibility
- Key audiences and Target Groups
- Communication and Visibility Plan preparing
- Specific objectives for each target group, related to the action's objectives and the phases of the programme cycle
- Communication activities
- Public events
- Press visits
- Newsletters content creating, editing
- Press Conferences in MK and AL
- Audiovisual Productions
- Information Campaigns

April 2016 – June 2017

IPA II CEEU 2020 Project - Capacity Building Coordinator

Stronger CSOs for a participatory transposition and implementation of the EU 2020 climate and energy package – Capacity

- Communication with partner CSOs;
- Coordination of the capacity building activities (joint and mentor based trainings);
- Responsible for approval of the trainers' reports;
- Support in organization of the capacity building events.
- Development of digital strategies according to specific needs for the Project
- Making communication plans for various platforms and various target groups of stakeholders
- Representing the project on all national and international events
- Project planning and reporting, preparations of Press Clippings, Media Advisory and Press Release, Preparation and revision of Training Manual and Program Manual, Revision of overall purposes for schooling in Macedonia and globally, Explaining how each contemporary teaching method achieves a particular purpose in relation to student learning, Critique of traditional teaching approaches and explain how and why they are inadequate for learning today.

- Budgeting campaigns and activities
- Managing communities and reputation of the actions and projects
- Monitoring and analysis of activities, campaigns, public opinions for the purposes of the project
- Using Visibility and communication tools such as Facebook, Twitter etc. for the purposes of the project

Business or sector CSO

September 2012 – April 2016

Milieukontakt Macedonia - Project Manager and Public Relations

- Management of components ongoing projects
- Daily communication, management and coordination with stakeholders included in the projects
- Representing the project on all national and international events
- Project planning and reporting
- Communication with partner stakeholders and coordination of the activities (joint and individual);
- Responsible for approval of reports; • Support in organization of the capacity building events and PR strategies. Reporting press clippings for multiple donors of the projects such as USAID, UNDP, ORF, GIZ...

Business or sector CSO

January 2016 – April 2016

F Group Education – Project Manager and PR expert

TEACHER TRAINING PROGRAMME FOR SECONDARY EDUCATION

„Use of interactive-contemporary methods and techniques in teaching for secondary education“

F – GROUP EDUCATION and University College London (UCL) (Institute of Education of University College London (UCL)

- Management of components ongoing project, providing technical advice and support to team leader and other staff in planning and developing relevant communication and visibility product
- Daily communication, management and coordination with stakeholders included in the projects: Bureau for development of education in Republic of Macedonia, Ministry of education of Republic of Macedonia, University College London (Institute of education of University College London – London, United Kingdom.

October 2014 – October 2015

**Regional Coordinator and Project Manager for Macedonia, Serbia and Montenegro
ORF MMS GIZ, Open Regional Fund for South-East Europe
CSO; Project title: “Regional Model for Smart Reporting System for the citizens”**

- Regional Program Implementation,
- Management of the project implementation in Macedonia, Serbia and Montenegro
- Coordination of the Activities between the Head Office of GIZ ORF MMS, Milieukontakt Macedonia
- Project management,
- Training and education on program coordination and implementation,
- Monitoring and evaluation of the project documentation
- Facilitation, moderation,
- Future project implementation program planning
- Reporting and communication with all stakeholders included in the Project

Business or sector *Non-profit, civil society organization*

October 2012 – September 2014

USAID`s Municipal Climate Change Strategies Project – Communication Officer of the project and Social Media Administrator

- Daily communication with USAID Doc office, U.S Embassy contact persons about Ambassadors Events, Municipality officials included in the Projects and CSO.
- Development and coordination of project campaigns, ideas and events management
- Coordination of the Activities between the Head Office of USAID and Milieukontakt Macedonia
- Project management. Providing technical advice and support to team leader and other staff in planning and developing relevant communication and visibility product
- Training and education on program coordination and implementation,
- Monitoring and evaluation of the project documentation
- Facilitation, moderation
- Future project implementation program planning
- Reporting and communication with all stakeholders included in the Project, coordination and management of promotional activities on social networks, participation on all USAID PR and Communication Trainings and events

Business or sector *Non-profit, civil society organization*

July 2013 – December 2013

Project „Shoot and React” – Milieukontakt Macedonia – Project Manager and Coordinator for Macedonia

- Regional Program Implementation,
- Management of the project implementation in several municipalities in Macedonia,
- Project Management, providing technical advice and support to team leader and other staff in planning and developing relevant communication and visibility product of the Eco – DG final product
- Training and education on program coordination and implementation as well as citizens and stakeholder's inclusion, monitoring and evaluation of the project documentation, facilitation, moderation and effective media promotion (oral, written, social media, MA and PR preparations and approval)
- Increasing public awareness for citizen involvement in environmental issues and good governance responsibilities
- Reporting and communication with all stakeholders included in the Project, coordination and management of promotional activities

Business or sector *Non-profit, civil society organization*

January 2011 – July 2012

Full time Journalist (Politics, Education, Cultural Sector) - “Utrinski vesnik”

- Daily based creating news content and articles about daily situation related to education and culture in Macedonia
- Daily correspondence with communication offices from relevant educational and other governmental institutions

Business or sector : Media business

February 2007 – January 2010

Milieukontakt International – Dutch Ministry of Foreign Affairs – “Joining Forces for Local Green Agenda” – Communication Officer

- Regional Program Implementation,
- Management of the project implementation in several municipalities in Macedonia,
- Project Management
- Training and education on program coordination and implementation as well as citizens and stakeholders inclusion, monitoring and evaluation of the project documentation, facilitation, moderation and effective media promotion (oral, written, social media, MA and PR preparations and approval)
- Increasing public awareness for citizen involvement in environmental issues and good governance responsibilities
- Reporting and communication with all stakeholders included in the Project, coordination and management of promotional activities

Business or sector Non-profit, civil society organization

Business or sector *Non-profit, civil society organization*

January 2010 – March 2012

Milieukontakt International – IPA 2008– “European Partnership for Local Green Agendas” – Junior Communication Officer

- Regional Program Implementation,
- Management of the project implementation communication in Macedonia, Albania and Montenegro
- Communicate complex information in a lively, accurate and readable manner in a variety of formats, Implement, update and monitor a Communication and Visibility Plan;
- Training and education on program coordination and implementation as well as citizens and stakeholder's inclusion, monitoring and evaluation of the project documentation, facilitation, moderation and effective media promotion (oral, written, social media, MA and PR preparations and approval)
- Increasing public awareness for citizen involvement in environmental issues and good governance responsibilities, collecting all publications and records for project files, and contribute to the Project Progress Reports
- Reporting and communication with all stakeholders included in the Project, coordination and management of promotional activities, Draft press releases, statements, news summaries and ensure print and electronic media coverage for the events;

Business or sector Non-profit, civil society organization

EDUCATION and TRAININGS)

Bachelor degree in Philology – Professor of General and Comparative Literature with American Cultural Studies (Psychological and Methodical Prequalification) – University St. Cyril and Methodius, Skopje, Macedonia, Faculty of Philology “Blaze Koneski”, Department of General and Comparative Literature (2003-2007)

-State high school “Marija Kiri -Sklodovska” – Skopje, Macedonia
High School Diploma (ISCED 2011) ISCED 5.1.1

-Udemy – Social Media and Marketing Mastery– complete training

-Emmanuel Ubada Agency, Paris– complete private training on advocacy and social media as part of Prime Minister Cabinet

-Brainster – Front end development course

Certificate of attendance

-Kocka – Training Institute

Advanced networking tools

Certificate of attendance

-Milieukontakt International

External communication fundraising

Certificate of attendance

-Milieukontakt International

Training for Trainers

Mediation techniques

Certificate of attendance

-Milieukontakt International

Communication - knowledge exchange and junior fellowship program

Certificate of attendance

-USAID Macedonia / U.S Embassy in Republic of Macedonia

Public Speaking and media training specially tailored for you USAID Project

Information Officers with DOC specialist

Certificate of attendance

-USAID Macedonia/ U.S Embassy in Republic of

Macedonia -Toast Masters Session (Public Speaking)

Attendance

Many trainings on communications, PR, Crisis management communications closed to the public, from heads of premieres' offices of the world and world's leading communication experts – part of them closed for general public and related with confidentiality clauses.

-UNDP Macedonia – Retreat Sessions 2012 - 2015

-Facilitation and moderation

-Pro bono participation as a public and social media influential person

***HE FOR SHE – Campaign from UN** *against gender discrimination and equal gender rights*

- Participation as a public figure and as social media activist

-It depends on you – climate challenge campaign by the United Nations Development Programme (UNDP), the Embassy of Sweden, the United States Agency for International Development (USAID), Milieukontakt Macedonia and the Social Innovation Hub in cooperation with the Ministry of Environment and Physical Planning.

- Monitoring and analysis of activities of the campaign, public appearance for the purposes of the campaign, managing interaction on social networks and content creating.

-THE NEW MICROSOFT WINDOWS 10 Promotion in Macedonia

- Participation as a public figure and as social media activist.

PERSONAL SKILLS

Mother tongue(s)

MACEDONIAN

Other language(s)

ENGLISH

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UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C2
LANGUAGES OF EX – YUGOSLAV REPUBLICS (SERBIAN, CROATIAN MONTENEGRIAN, BOSNIAN)				
C2	C2	C2	C2	C2
ALBANIAN - A1/A2				

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- *Very good organizational and coordination skills*
- *Very good administrative skills*
- *Working with International organizations*
- *Coordinating the publicizing of the press conferences and other project events, with the relevant media people and institutions*
- *Influential on social networks*

Organisational / managerial skills

Experienced PR & visibility management on several different projects, experienced working background on different cultural and multicultural environment, working with multiple international organizations, facilitating and moderation skills, management and presentation,

Job-related skills

- Opinion maker – more then 35 K Facebook followers
- Experienced in social networks advanced tools
- Excellent in hunting the trending topics
- Always well informed
- Excellent management skills
- Excellent presentation skills

Using PC: Windows applications; MS Office applications, IFTT apps and plugins, SEO opt. apps, Adobe Suites – moderate, Wordpress, Front End Dev – Basic knowledge (HTML, CSS, JAVA SCRIPT, REACT JS, BOOTSTRAP, GitHub...), B driving license (in progress),

Digital competence

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
PU	PU	PU	PU	PU

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

Other skills

In 2012, famous macedonian magazine "Fokus" and Tea Moderna declared him as a poet that marked the past year, as „one of the three faces that marked 2012“ - together with Macedonian actor Nikola Ristanovski and Macedonian musician Kiril Dzajkovski.

- Bestselling author (poet) in Macedonia for 2013/2014
- Experience and participation in several workshops with Dillon Case and Kevin Bleyer from Pilot Media Initiatives (<http://www.pilotmi.org/>) Kevin Bleyer spent most of the last decade as a writer for the satirical news program The Daily Show with Jon Stewart, where he won four Primetime Emmy`s and the show became the most consecutive Emmy-winning program in television history. With over 19 years of experience writing, producing political, and news satire for popular TV shows including Politically Incorrect with Bill Maher and Dennis Miller, Kevin is one of the most versed satirists of his generation. One of the 5 best columnist in the most famous Macedonian entertainment web site off.net.

- More than 35,000 (35K) followers on Facebook.

LETTERS OF REFERENCE AND CERTIFICATES AVAILABLE UPON REQUEST:

Mr. Igor Slavkoski igor@mkm.mk

Mr. Vladimir Ognjanovski vlanko@unet.mk

Mr. Jerphaas Donner j.donner@milieucontact.nl

Mrs. Jennifer Connolly, jconnolly@usaid.gov

Mr. Fejmi Daut – Two categories Oscar nominee cinematographer,
American Society of Cinematographers Documentary Award winner –
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Mr. Zlatko Samardziev samardziev@gmail.com

Mrs. Katerina Bogoeva k.bogoeva@utrinski.com.mk

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