Emilija Miladinovic

> Scrum Master
> Front-end developer junior
> Msc Graphic engineer and designer

Profile

> Fully dedicated to achieving goals with a focus on excellence.

> A collaborative team player committed to innovation and continuous improvement.

> Quick learner with a proactive approach to acquiring new skills.

> Skilled in presenting and effectively communicating ideas to diverse audiences.

> Highly organized and thrives on challenges.

Contact

Mobile: +46 76 7805387

E-mail: angemi.jr@gmail.com

Skills

Software development and manufacturing

> Excellent planning skills to ensure timely delivery of goals

> Strong ability to motivate teams and build trust

> Exceptional organizational and time management skills

> Proficient in managing and improving team KPIs

> Skilled in developing customized KPIs to track team progress

> Adept at handling a diverse range of products and projects

> Proficient in HTML, CSS, and SCSS (Sass); working knowledge of JavaScript and familiarity with ReactJS.

Tools

> Advanced knowledge of Atlassian JIRA and Confluence, MIRO, VS Code, Git/GitHub

Graphic tools

> Proficient in Adobe package: Illustrator, Photoshop, InDesign, Flash, Acrobat

> Basic knowledge of Adobe Dreamweaver, CorelDRAW, 3d Max Studio, Engview, QuarkXPress

Experience

Administrative consultant

Ikob AB, Malmö, Sweden
November 2023– Current

> Creating and applying policies and procedures to improve efficiency in administrative tasks.

> Managing business inquiries and opportunities, and expanding the business network both within and outside of Sweden.

> Reviewing current processes and suggesting improvements or new systems to boost productivity and cut costs.

> Bookkeeping and business administration.

Key Skills & Tools:

> *Knowledgeable in bookkeeping, accounting, and business administration*

> *Adept at researching and developing innovative business ideas*

> *Experienced in reviewing processes and implementing improvements to enhance productivity and reduce costs*

Front-end development

August 2024 - January 2025

> Enrolled in a comprehensive front-end development course.

> Actively engaged in independent assignments and collaborative group projects to apply and enhance technical expertise.

> Final project in React https://game.njufkica.com/.

Key Skills & Tools:

> *Proficient in HTML5, CSS3, SCSS (Sass), and JavaScript*

> *Experienced in modern frameworks such as React*

> *Skilled in UI/UX design using Figma and modern design libraries*

> *Adept at version control with Git and GitHub*

> *Strong foundation in responsive and user-centric web development principles*

Scrum Master

Volvo Cars, Lund, Sweden
May 2023– October 2023

> Scrum Master for the LPA (Low Power Node) Team in R&D, specializing in Rust programming for a new electric car platform.

> Experienced in the SAFe framework and Agile methodologies.

> Managed team capacity, tracked KPIs, and improved productivity.

> Led and supported a multi-site team in Agile practices.

> Facilitated onsite and offsite meetings for a multi-location team.

> Organized team-building and Innovation Planning (IP) events to enhance collaboration.

> Focused on maintaining Agile principles and enabling scalability.

Languages

> Hungarian: Native

> Serbian: Native

> English: Reading – excellent
> Writing – very good
> Speaking – very good

> Swedish: Reading – medium well
> Writing – acceptable
> Speaking – acceptable, but improving

> German: Beginner

Active private projects and interests

› Horticulture

› Gastronomy

› Interior/Exterior design

› 3D printing

› Travelling

Key Skills & Tools:

› *Proficient in Scrum, Agile methodologies, and frameworks like SAFe*

› *Skilled in team facilitation, leadership, and conflict resolution*

› *Effective problem-solving and removal of blockers*

› *Expertise in coaching and mentoring teams in Agile principles*

› *Experienced in using tools like JIRA, Confluence*

› *Strong organizational and time management skills*

› *High emotional intelligence for team dynamics and fostering collaboration*

Personal Development and Relocation

July 2018–May 2023

› Relocated to Sweden, managing all aspects of moving and settling in.

› Focused on self-improvement through participation in various creative projects.

Key Skills & Tools:

› *Strong cultural awareness and integration skills*

› *Learning new language*

› *Self-motivated with a commitment to continuous learning and growth*

Owner and pastry manufacturer

Njufkica, Novi Sad, Serbia
October 2016 – July 2018

› Managed the entire production process, ensuring high-quality output.

› Collaborated directly with clients to deliver customized solutions for their needs.

› Designed and prepared desserts and dessert tables for various events, including weddings, birthdays, and corporate functions.

› Volunteered and cooperated in several charity events.

Key Skills & Tools:

› *Skilled in client collaboration*

› *Experienced in event planning*

› *Strong negotiation skills for client and supplier interactions*

› *Expertise in client collaboration and delivering customized solutions*

› *Creative in inventing new products using various graphic technologies*

Florist

'Cvetna nota' , Novi Sad, Serbia
January 2018 – May 2018

› Managed day-to-day shop operations, ensuring
  smooth workflow.

› Handled timely ordering of goods and supplies
  to maintain stock levels.

Key Skills & Tools:

› *Strong negotiation skills for client and*
  supplier interactions

› *Expertise in client collaboration and delivering*
  customized solutions

Shift manager

'Vracar' , Veternik, Serbia
April 2015 – October 2015

› Planned and coordinated shift operations to align with
  business requirements.

› Supervised and contributed to the entire graphic
  production process.

› Ensured quality control of finished graphic products
  to meet standards.

Key Skills & Tools:

› *Strong organizational and operational*
  management abilities

› *Adept at aligning production workflows with*
  business objectives

› *Proficient in using Adobe InDesign and Illustrator*
  for graphic production

› *Team player with a leadership role*

› *Experienced in checking and implementing*
  ISO standards for the graphical industry

Assistant coordinator

Department of Graphic Engineering and Design

Faculty of Technical Science in Novi Sad
October 2010-October 2014

› Organized and supervised practical educational
  sessions for students.

› Provided guidance on various printing processes
  for diverse graphic products.

Key Skills & Tools:

› *Proficient in mentoring and teaching students*

› *Strong leadership abilities, effectively managing and*
  coordinating educational activities

› *Adept at fostering a collaborative and supportive*
  learning environment

Courses and certifications

Front-end developer

Sundsgårdens folkhögskola, Helsingborg,
January, 2025.

Professional Scrum Master™ I (PSM I)

Scrum.org,
August 2022.

Scrum Fundamentals Certified (SFC)

SCRUMstudy - Accreditation Body for Scrum and Agile,
March 2022.

Basics of Programming
(in C# and .NET framework)

SmartInIT Code Academy, Novi Sad,
March 2018.

Education

Master's degree in graphic engineering and design

October 2013 – October 2014

Department of Graphic Engineering and Design
Faculty of Technical Science in Novi Sad

GPA at Master studies was 8.67, based on grading interval
of 5.00 to 10.00.
Academic workload of 61 ECTS credit points.

Bachelor's degree with honors in graphic engineering and design

October 2009 – October 2013

Department of Graphic Engineering and Design,
Faculty of Technical Science in Novi Sad

GPA at Bachelor studies was 8.63, based on grading interval
of 5.00 to 10.00.
Academic workload of 240 ECTS credit points.

Letter of recommendation

Emilija Miladinovic, 900112-3687, has been employed at Volvo Car Corp., Organization's nr. 556074-3089 with address Scheelevägen 23, 223 63 Lund from 8th of May until 8th of October 2023.

She has had the position as Agile Scum Master for one of our key teams in R&D who are developing the next-generation software platform for SPA2.

She has led a high-performance, diverse team that has been located at different sites. Emilija has proven herself to be a good and appreciated leader who gets the most out of people working close to her. With Emilija in the lead, the team has continuously delivered on time and with great quality.

In her assignment, she has worked according to our Agile SaFe methods where a Scum Master is expected to

- Help the team embrace, adopt, and apply agile principles and practices
- Support the team's agile ways of working like SAFe, Scrum, Kanban, Definition-of-Done, WIP limits, etc
- Facilitate the team's progress toward team goals by focusing on improving performance in the areas of quality, predictability, flow and velocity as well as staying focused on the team's iteration goals
- Lead team efforts in continuous improvement by helping the team in retrospectives and take responsibility for their improvement actions
- Facilitate Problem Solving, including Root Cause Analysis and Lessons Learned
- Facilitate all team meetings like the daily stand-up, iteration planning, demo and retrospective
- Support the Product Owner in their efforts to manage the backlog with respect to priorities and scope
- Eliminate impediments by removing hinders beyond the team's ability so that the team can remain focused on achieving the objectives of the iteration
- Help the team broaden its competence and manage interpersonal conflicts/challenges/opportunities for team growth
- Communicate with management and outside stakeholders to protect the team from uncontrolled injection of work
- Help the team operate as an effective "team on the train"
- Collaborate with other ScMs to learn and improve my profession
- Facilitate preparation and readiness for ART ceremonies like PI Planning, System Demos and the Inspect and Adapt
- Support the team develop techniques for work breakdown, estimating, planning and follow-up

In 2023, Volvo Cars launched a cost-saving program with changes in the organization. I'm sad that we cannot offer Emilija an extension on her temporary employment.

I would like to give Emilija the best recommendations.

Lund 2012-09-25
Ola Neckling
Senior Manager ART Core System Platform

Ola Neckling 2023-06-28

Einar Vading
Volvo Car Corporation
Sheelevägen 23
223 63 Lund
2023-10-02

To Whom it May Concern,

I am writing to recommend Emilija Miladinović for any position that would benefit from her skills in Scrum management and team facilitation. I have had the opportunity to work alongside Emilija for the past half year at Volvo Cars, where she has proven herself to be a diligent and reliable Scrum Master.

Emilija has demonstrated a good understanding of Scrum methodologies and Agile principles. Her preparedness for every sprint, daily stand-up, and review meeting has been commendable, and her approach has positively impacted the effectiveness of our team. Emilija brings a sense of organization and structure to our projects, enabling us to meet deadlines and deliver on expectations.

Emilijas dedication to her role is unquestionable. She takes her responsibilities seriously and performs them with great care. Her communication skills are good, and she has been effective at disseminating information within the team.

Emilija is consistently eager to improve and grow. She takes her professional development seriously, taking any opportunity to enhance her understanding of her field. Given her hard-working nature and appetite for learning, I am convinced she will continue to be a valuable asset wherever she works.

In summary, I would recommend Emilija Miladinovic to any organization in need of a competent and reliable Scrum Master. Her commitment to her work makes her a good choice for any such role. Should you wish to discuss Emilija's qualifications in more detail, please do not hesitate to contact me.

Sincerely,

Einar Vading
Embedded Software Developer & Engineering Scrum Master