

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

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|---------------|---------------------------------|
| Name | FILIP RIBIC |
| Address | Zupanska 6, 52100, Pula Croatia |
| Telephone | 00385- 97- 636- 9776 |
| E-mail | filipribic@gmail.com |
| Nationality | Croatian |
| Date of birth | 11 / 07/ 1989 |

WORK EXPERIENCE

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| • Dates (from – to) | September 2017 – May 2019 |
| • Name and address of employer | Pattison Sign Group, 555 Ellesmere Road, Toronto, Canada |
| • Type of business or sector | Administration and Insurance |
| • Occupation or position held | Office administrator |
| • Main activities and responsibilities | Developed advanced skills in Microsoft Word and Excel by analysing data and preparing daily KPI reports for department manager Reviewed insurance policies and ensured company's compliance to province labour regulations Assisted in fast compliance reviews and helped team in monitoring insurance status Coordinated and facilitated communication between Canadian and US based offices Trained new Office Administrators in reviewing insurance and labour policies Collected insurance documentation and administered overall company network Managed external networks such as Complyworks, ISN and Cognibox. Completed invoices for accounts payable department and assisted during annual audits. |

EDUCATION AND TRAINING

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| • Dates (from – to) | September 2014 – March 2017 |
| • Name and type of organization providing education and training | Universita' degli Studi di Trieste |
| • Principal subjects/occupational skills covered | Democracy and Political Development, Public International Law, Comparative Politics History of Political Institutions, Advanced Comparative Law, Political Philosophy |
| • Title of qualification awarded | Master's Degree in Government Science and Public Policy |

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| <ul style="list-style-type: none"> • Dates (from – to) • Name and type of organization providing education and training • Principal subjects/occupational skills covered • Title of qualification awarded | <p>September 2008 – July 2014</p> <p>Universita' degli Studi di Trieste</p> <p>Political Science, Private Law, Political Sociology, Labor Economics Private Law, Sociology of Organizations</p> <p>Bachelor's Degree in Political Science</p> |
| MOTHER TONGUE | Croatian |
| OTHER LANGUAGES | <p>English Italian German</p> <ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills <p>Excellent Excellent Good Excellent Excellent Good Excellent Excellent Good</p> |
| SOCIAL SKILLS AND COMPETENCES | <p>Led and coordinated team of 3 Administrators in reviewing insurance policies and collecting necessary documentation</p> <p>Cooperated with different departments in order to complete daily tasks</p> <p>Trained new Office administrators and simultaneously maintained high team performance standards</p> <p>Efficient at working in a fast paced and dynamic environment with daily objectives and deadlines</p> <p>Able to work both individually and as part of a team</p> <p>Used to work in a diverse and multicultural environment</p> |
| ORGANIZATIONAL SKILLS AND COMPETENCES | <p>Reviewed entire company insurance network to ensure legal requirements are met and up to date, effectively finding discrepancies in the system and providing updated documentation when necessary</p> <p>Created an Office Administrator Manual as a guideline for future Administrators</p> <p>Helped coordinate logistics for company events such as presentations and seminars</p> |
| TECHNICAL SKILLS AND COMPETENCES | <p>Advanced knowledge of Microsoft Office</p> <p>Good knowledge of external networks such as Complyworks, ISN and Cognibox.</p> <p>Proficient with Epicor 10</p> |
| OTHER SKILLS AND COMPETENCES | <p>Passionate about contemporary issues such as Globalization, Immigration, International Relations and Terrorism.</p> <p>Other interests include art, travelling and gastronomy</p> |
| DRIVING LICENCE(S) | B Category |