

SANJA STANIŠIĆ

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SUMMARY: Experienced communications and project manager with interest in statistics and data science.

WORK EXPERIENCE

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| Dates: | April 2007 - May 2016 |
| Position held: | Adviser to the Mayor for International and Public Relations |
| Employer: | Municipality of Bar, Bulevar revolucije 1, Bar, Montenegro |
| Main activities: | <ul style="list-style-type: none">▪ Establish and develop relations with local and national media; develop communication strategy and action plans; prepare and organize press conferences; prepare public announcements and press releases; update the municipal web site with information related to Mayor; draft speeches, write scene setters and fact sheets for public events; write content for municipal promotion/project documentation; be in charge of dissemination of the best practices in introducing the <i>eMunicipality</i> – integrated information system; organize various public events; perform quantitative and qualitative media content analysis; interpret and translate from/into English and Italian.▪ Establish and develop relations with foreign organizations and local and regional governments and bodies; establish direct contact with EU bodies and institutions, diplomatic and consular offices in Montenegro and develop relations with them; run the project preparation and implementation team and be in charge of: preparing guidelines related to the municipal participation in international projects, managing and monitoring the implementation of internationally funded projects, and reporting on projects' progress and implementation. |
| Dates: | January 2006 – April 2007 |
| Position held: | Public Relations and Media Manager |
| Employer: | International Relief and Development / USAID Montenegro Office, Vojvođanska 12, Budva, Montenegro |

Main activities : Establish and develop relations with local and national media; ensure that the public are informed about the goals and objectives of the Community Revitalization through Democratic Action (CRDA) Program implemented by IRD; prepare and organize press conferences; prepare all public announcements and public events; regularly update and maintain IRD Montenegro's website; prepare inauguration fact sheets and accompanying information sheets for the Chief of Party and USAID/ State Department representatives prior to any inauguration; prepare monthly/ semi-annual reports; be responsible for all IRD Montenegro media campaigns; prepare all promotional material and/ or TV/ Radio bulletins;

Dates: January 2005 – January 2006

Position held: Freelance interpreter

Employers: Council of Europe, OSCE, Parliament of Serbia and Montenegro, Parliament of Italy, International Parliamentary Union, Forum of the Adriatic – Ionian Chambers of Commerce, Forum of the Adriatic - Ionian Cities, Montenegrin Ministry of Tourism, Tourism Organization of Montenegro, Municipality of Bar, Montenegrin Chamber of Commerce, Cetinje Parliamentary Forum, Italian Institute for Foreign Trade, General Hospital – Bar etc.
Main activities: Simultaneous, consecutive, written translations from/into Italian, consecutive, written translations from/into English.

Dates: May 2001 – January 2005

Position held: Press Attaché, Assistant to the Consul General

Employer: Consulate General of Italy, Džordža Vašingtona 83, Podgorica, Montenegro

Main activities: Manage the Consul-General's office providing timely and responsively administrative and research support; organize various types of meetings, receptions, events like concerts, presentations, lectures; establish and manage the relations with media, draft press releases, prepare daily press reviews; prepare drafts of various documents, supported by research in public, cultural and economic affairs; provide official simultaneous/ consecutive/ written translations from/into Italian for the highest State authorities of Montenegro and Italy;

EDUCATION

University of Milano – Bicocca, School of Statistics (Milano, Italy)
Statistics and Information Management (ongoing)
University of Belgrade, Faculty of Philology
MA in Italian Language and Literature
United World College of the Adriatic (Duino, Italy)
International Baccalaureate – Bilingual Diploma

ADDITIONAL TRAININGS

London School of Public Relations – international edition, Herceg Novi, 2007

Diploma LSPR

European School of Protocol, Brussels, 2008

Certificate – International Diplomatic and Business Protocol

Business Start-up Centre, Bar, 2008

Certificate - Preparing, Monitoring and Applying with Projects for EU Funding

Cross Border Institution Building (CBIB), Belgrade, 2010

Advanced Training in Preparation of Project Proposals for EU Funding

Montenegro Media Institute, Bar, 2010

Certificate - PR and Communications

FOREIGN LANGUAGES

English (C2 – proficient user)

Italian (C2 – proficient user)

Spanish (A1 – basic user)

TECHNICAL SKILLS

Advanced MS Office skills (Word, Excel, Power Point, Outlook); basic SQL;
basic Python.