

# SANJA STANIŠIĆ

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<https://sanjastanisc.github.io/>

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

## WORK EXPERIENCE

**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:**

- 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 *eMunicipality* – 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 and funded by USAID; 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/translator

**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 interpreting, translating from/into Italian, consecutive interpreting and translating 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 interpreting and 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, Python, R, SAS and SPSS.