

PROFESSIONAL EXPERIENCE:

PE Macedonian Railways Infrastructure – Communication Department **2010 - present**
Member of the working team for implementation of the Project for renewal of the Railway Corridor X (EBRD loan) engaged in:

- **Preparation of the Tender Dossiers** for the Project
- **Evaluation of the Tenderers documentation**
- **Assisting** the Team Leader and FIDIC Engineer in **managing of the administrative matters and correspondence** within PIU, EBRD, MoTC and MF on daily basis
- **Preparation of reports**

PE Macedonian Railways Infrastructure – Chief of the Cabinet of the CEO **2006 – 2010**

- **Running of the CEO's cabinet;** coordinating contacts and relations with governmental and non-governmental organizations, coordination with the Government, Ministries, Agencies, EU institutions and organizations, World Bank; Organization of many major events: seminars, workshops, celebrations, receptions; Managing of administrative part of the ongoing projects
- **Responsible for the Public Relations:** Media announcements, Press conferences, Statements
- Member of the Project Coordination Unit of the Railway Reform Project (World Bank loan)
- Responsible for the Social Component from the Railway Reform Project (World Bank loan)
- Member of the Project Coordination Unit of the TTFSE II Project (World Bank loan)

International Republican Institute – IRI – translator **2005 – 2006**

- Translation of seminars and trainings for the political parties in Macedonia in favor of upgrading of the knowledge of the political activists for faster development of the democracy in the country
- Presentations of pools and researches of public opinion conducted by IRI

TRW and Northrop Grumman Mission Systems – Linguist **1999 - 2005**

- G-2, monitoring, selecting and translating of the local and regional media for “Daily Falcon” – the official newsletter of Multi-National Brigade (February 2004 – Present)
- Translated countless documents in support of US peacekeeping missions in Kosovo and Macedonia
- Served as interpreter for various military units including logistics, infantry, military police, command group, and other elements
- Worked with Personal Security Detachment (PSD) in Camp Bondsteel in order to organize and secure the visit of VIP's on the territory of Kosovo and Macedonia; checking and visiting places, meeting rooms in the hotels, schools while the preparation phase; planning multiple routs in case of danger
- Liaisoned with military finance team based at Camp Able Sentry (CAS)
- Developed working lexicon for US military Defense Logistics Agency (DLA)
- Played vital role in Macedonian and US bilateral operations for building schools and hospitals in rural Macedonia (Cornerstone 2000 - 3)
- Liaisoned and administratively developed procedures for US forces R&R in Skopje and Ohrid region
- Provided immediate and accurate administrative support to US Army medical teams facilitating healthcare training to medical staff in the greater Kosovo area.

Modern Games corp. in Minsk, Belorussia – Administrative Manager **1994 – 1998**

- Monitored all cash transactions being conducted at the cash desk
- Insured bars, restaurant, supervised the inventory of stocks and supplies needed to operate the bar and restaurant
- Supervised inventory, purchasing and replenishment of supplies and equipment needed to conduct operations

- Approved all purchases and requests submitted by subordinate sections including: maintenance engineers, bartenders and restaurant managers
- Coordinated with catering services and entertainment agencies in support of major junctions sponsored by the casino as well as host corporations
- Managed the scheduling of work hours, vacations, and advanced pay.

Cherry, Inc. in Skopje, Macedonia. – Administrative Assistant

1990 – 1993

- Organizing meetings, administration of trainings, coordinating of supplies for the restaurant and bars
- Developed inter-office filing system which resulted in estimated increased 75% efficiency
- Managed the schedule of working hours, account working hours and the pay of extra working hours.

EDUCATION:

- Ph.D Candidate in European studies for Integrations and Communications “Social dialog VS Social cohesion”
- M.Sci in European studies for Integrations and Communications with focus in the area of “Employment, Social, Regional and Environmental Policy of EU”
- Bachelor’s degree from University “Ss. Cyril and Methodius” – Skopje/ Professor of Russian Language

SPECIAL SKILLS:

- Extensive knowledge of the procedures between institutions and coordination of contacts and cooperation between the institutions and public enterprises, and media
- Many years of office working experience in administrative functions with international organizations
- Excellent organizational and interpersonal skills with proven ability to work under pressure and with limited supervision
- Innate ability to accurately prioritize tasks and meet deadlines
- Ability to work with people of different nationalities, religions, political and cultural backgrounds
- Fluent in and can easily translate to and from any of five languages including: Macedonian, Serbo-Croatian, English, Russian and Bulgarian
- Extensive clerical skills including Word, Excel, PowerPoint and Explorer.