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Primorska 42, Opatija, 51415, Lovran, Croatia

● WORK EXPERIENCE

14/02/2019 – CURRENT – Opatija, Croatia

ASSISTANT – FACULTY OF TOURISM AND HOSPITALITY MANAGEMENT, OPATIJA

Research field: Economics

INSTITUTE FOR NATIONAL AND INTERNATIONAL ECONOMICS

Department of Micro and Macroeconomics

Educational and administrative tasks related to the course: Macroeconomics

02/04/2008 – 14/02/2019

PROJECT MANAGEMENT TECHNICIAN, EXPERT – SAIPEM SPA CROATIAN BRANCH

LANGUAGE OF COMMUNICATION: English, Italian, Russian

Job description: Project management technician, Expert

Provide assistance to the Project management team, e.g. for preparing Project Record Books, managing spare parts, collecting certifications, supplier payments, SAP data entry, with specific responsibilities especially during the close-out phase.

- Responsible for the implementation of the Corporate and Company Standards and Work Instructions within the Project execution department in terms of Projects Requisitioning and Project Contract Accounting;
- Responsible of Coordinating with all relevant project functions in order to implement the Project requirements as defined in the Project Procurement Plan;
- Coordinates the technical activities with various Project Functions (i.e. Engineering, QA, HSE) and Project Procurement Manager and constitutes the technical approver in the process of Project Requisitioning.
- Cooperates with the Saipem Intercompany Procurement department and Group Procurement departments;
- Assists the Project Procurement Manager in the preparation of the Material Status Report and Services Status for the final reporting to the Project Manager;
- Assists Project in following up Liquidated Damages Process within the Projects
- Organizes and performs SAP trainings to the Saipem Group employees
- Reports Operations Manager about the implementation of procurement processes, methodologies and systems within Projects;
- Assists Project Managers in defining the best methodology in carrying out Project procurement requests and to identify its role within the scope of the project
- Manages the Purchase Requests, Work Orders, Delivery Orders and Service Entries
- Supervises the management of Procurement Process within the Projects
- Carry out operations in collaboration with the Project Management related to the Contracts close up activities
- Participate in the project feedback process
- Support in Invoicing activities
- Follow up the project up to its end and ensure that all document Close Outs are in place upon project completion
- Assure traceability of the Project Procurement documents
- Support in the preparation of the Project Execution Plan for activities within own field of competence

Project management technician, Expert on following Projects:

1. CHIRAQ OIL PROJECT 2015/2016 - Azerbaijan (Caspian Sea), Baku
2. SHAH DENIZ 2 PROJECT (PIPELINE) 2014/2018 - Azerbaijan (Caspian Sea), Baku
3. LUKOIL FILANOVSKOGO FIELDS PROJECT 2013/2014 - Russia, Astrakhan
4. PETROBEL SETH PLATFORM T&I 2011/2012 - Egypt, Kairo
5. SAIPEM AMERICA INC. – CASTORONE CHEVRON PIPE LINE COMPANY - Houston 2010/2013
6. CEPSPA LA RABIDA REPLAC. SEALINE PROJECT 2010/2011 - Spain, Huelva
7. SSPA T.A. CMMP ICOEEP PROJECT IRAQ 2011/2012
8. OLT- LIVORNO, SNAM RG SURVEY (sealine installation), ITALY, Gas export Pipeline installation
9. FRAME AGREEMENT, ENI E & P 2008 and 2009, Annamaria Field development
10. FRAME AGREEMENT INAGIP, Croatia 2008 and 2009, Annamaria Field development

www.saipem.com | Alda Colonella 2, 51000 Rijeka, RIJEKA, Croatia

18/02/2008 – 25/03/2008

LIFE INSURANCE AGENT – CROATIA OSIGURANJE D.D.

The main tasks:

- develop marketing and sales strategies to compete with other agents from rival insurance firms and identify potential customers and sell life, property, casualty, health, automotive, or other types of insurance to them

- Attend meetings, seminars and programs to learn about new products and services, learn new skills, and receive technical assistance in developing new accounts.
- Customize insurance programs to suit individual customers, often covering a variety of risks
- Ensure that policy requirements are fulfilled, including any necessary medical examinations and the completion of appropriate forms.
- Explain features, advantages and disadvantages of various policies to promote sale of insurance plans

Rijeka

01/10/2005 – 10/06/2007

STUDENT TUTOR - ACCOUNTING – FACULTY OF TOURISM AND HOSPITALITY MANAGEMENT

Mentor: Dr.sc. Milena Peršić

Opatija

● EDUCATION AND TRAINING

10/10/2003 – 20/10/2007 – Opatija, Croatia

MASTER OF ECONOMICS – Faculty of tourism and hospitality management

Course: Tourism Management,

Thesis: HR Management - Integration of science and economy in Croatia (excellent)

12/04/2012 – 12/07/2012 – Rijeka

HEAD OF DEVELOPMENT AND IMPLEMENTATION OF PROJECTS FINANCED BY THE EU FUNDS – CAMBRIDGE EDUCATIONAL CENTER RIJEKA ("IVORA")

- EU Structure and EU Programs
- mechanisms of EU programs, program calls and monitoring of EU projects
- responsibilities and authority of EU projects related EU authorities
- the general life cycle of EU projects.
- the process and best practices for EU projects application
- management principles for management of distributed team
- most often risks related to EU projects and best practices to avoid them
- Management of Work Packages and Project Results
- Finance Management
- Contract Management
- Communication and Team Management
- Exploitation and Sustainability
- Effort Reporting and Control
- Reporting

17/04/2007 – 15/12/2007 – Rijeka

BUSINESS SCHOOL FOR STUDENTS 2007 – University of Rijeka / Croatian Association of Employers

- Communication and presentation skills
- Teamwork
- Business management and leadership
- Business correspondence
- Sales skills
- Marketing
- Human Resources Management
- Business planning
- Labour law in practice
- How to successfully develop and run own business "- the project Entrepreneurial education for 2007, the Ministry sir., Labour and Entrepreneurship - PBIRO Ltd.

02/07/2007 – 20/07/2007

CERTIFICATE - LJUBLJANA SUMMER SCHOOL 2007. PROGRAMME – International Relations Office at the Faculty of Economics, University of Ljubljana

02/07/2006 – 20/07/2006 – Opatija

INTERNATIONAL SUMMER UNIVERSITY "ALPEN-ADRIA 2006."TROGIR – Faculty of tourism and hospitality management

● LANGUAGE SKILLS

Mother tongue(s): CROATIAN

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C1	C1	C1
RUSSIAN	B1	B1	A2	A2	A2
ITALIAN	B1	B1	A2	A2	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● HONOURS AND AWARDS

Honours and awards

- *Dean's award - The best student of " Faculty of Tourism and Hospitality Management 2005/2006."*
- *Winner of **University scholarship** 2007., University of Rijeka*
- *Scholarship -*
- *Ljubljana Summer School 2007. (Slovenia)*
- *Business training of managers - PUMA 2007/2008 , Rijeka (Croatia)*
- *International Summer University "Alpen - Adria 2006.", Trogir (Croatia)*

● ORGANISATIONAL SKILLS

Organisational skills

- project procurement cycle coordination - teamwork that involves cooperation between 15 and more people (team of engineers, project managers, quality, safety at work, finance, purchasing, cost control, administrators)
- experience in logistics
- experience in managing the project team - related to requisitioning/procurement part

● COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- teamwork, work with people of diverse multicultural features required on a daily basis (written and verbal communication)
- the ability to adapt multicultural environment
- good communication skills thanks to the experience in the workplace project coordinator in the area of procurement
- work abroad - Russia, Egypt, Azerbaijan
- communication skills in negotiating with suppliers from different countries, coordination and communication with the Saipem Group (Saipem America, Saipem Portugal, Egypt, Russia, Baku and Milan as the headquarters)

● **JOB-RELATED SKILLS**

Job-related skills

- working in SAP-u - software used for procurement, finance, requisitioning, logistics...
- bone ID W3 - man-hours management
- archiving
- bussiness reporting
- procurement process and Finance

● **BUSSINESS COURSES**

Business courses

- 22/12/2020 **Kulturne i kreativne industrije u funkciji održivog razvoja**
Udruga za razvoj civilnog društva "SMART"
- 8/12/2020 **Izazovi i različiti pristupi izradi doktorskih disertacija**
Online webinar u organizaciji Doktorske škole Sveučilišta u Rijeci
- 1/7 – 2/7/2020 **Placemaking Shaping Destination: Participatory Approach of Design Thinking** (Scientific research methodology in tourism) - projekt Izvrsnost u učinkovitost u visokom obrazovanju u polju ekonomije – E4, financiranog u okviru Operativnog programa Učinkoviti ljudski potencijali 2014. – 2020. –
Faculty of Tourism and Hospitality Management, University of Rijeka
- 1/7/2019 - 5/7/2019 **Introduction to SEM-PLS modeling** - Faculty of Tourism and Hospitality Management, University of Rijeka
- 6/6/2019 - 8/6/2019 **International doctoral summer school Quality of Living and Working Conditions in Europa**
University of Rijeka, University of Graz, University of Ljubljana
- 18/5/2019 **PhD Workshop: key paradigm schools in tourism studies and how to reach diverse public**
University of Rijeka, Faculty of Tourism and Hospitality Management

EDUCATIONAL INSTITUTION:

Eni Corporate University - Project management institute

- 23/02/2015–26/02/2015 **INTERMEDIATE PROJECT MANAGEMENT** - Eni Corporate University - Project management institute
 - Project management
 - Management and identification of Stakeholders
 - Project concept and strategy
 - Project plan preparation - cost allocation / budgeting and time management
 - Risk & Opportunity Management
 - Quantitative risk management
 - Implementation of the Planning Phase
 - Reporting

- 16/10/2013 - 19/10/2013 **Multicultural teambuilding**
- 25/10/2012 - 28/10/2012 **Business writing**
- 15/03/2011 - 16/03/2011 **Time and stress management**
- 18/03/2009–24/03/2009 **Vendor management feedback system**
Vendor management / market intelligence group, procurement coordination
- 09/06/2009–14/06/2009 **Problem solving& decision making**

PROJECTS

- Benchmarking hrvatskih hotela, stories hotela, hostela, kampova, marina, lječilišta i specijalnih bolnica, i charter kompanija (2019.)
- Benchmarking hrvatskih hotela, stories hotela, hostela, kampova, marina, lječilišta i specijalnih bolnica, i charter kompanija (2021.)

● LANGUAGE COURSES

Language courses

- 01/02/2008–20/12/2009 **RUSSIAN LANGUAGE COURSE** I i II level
Narodno učiliste, Rijeka, Rijeka (Croatia)
- 01/02/1999–20/12/2003 **ENGLISH LANGUAGE COURSE**
Kolokvijum, Rijeka (Croatia)