



**Milena**  
Antić

**DATE OF BIRTH:**  
02/09/1984

## CONTACT

Nationality: Serbian

Gender: Female



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## WORK EXPERIENCE

**01/01/2020 - CURRENT** – Kosovska Mitrovica, Serbia

### Volunteer at Vuk Karadzic Elementary School

Elementary School Vuk Karadzic

- Understanding your role and responsibilities as well as the rules and safety regulations of the organization.
- Completing the relevant training and asking questions if you are uncertain about anything.
- Completing all duties assigned by the Supervisor and reporting any issues immediately.
- Observing the rules and safety regulations of the organization while carrying out tasks.
- Arriving on time for duty and remaining professional in your interactions with all stakeholders.
- Making recommendations for improvement where feasible and appropriate.
- Delivering presentations or reports if necessary.
- Communicating with the Supervisor or relevant stakeholders when you are running late or unable to fulfill your duties.

**01/03/2013 - 01/05/2015** – Kosovska Mitrovica, Serbia

### Bookstore

Bookstore

- Provide excellent customer service for all customer needs and purchases.
- Responsible for opening and/or closing the bookstore.
- Assist with merchandise inventories and data input of all inventories.
- Input data electronically to be used for the ordering of books or merchandise.
- Assist in the display of books or merchandise in store.
- Account for the monies collected from business transactions including balancing receipts and preparing cash deposits.
- Assist in the receiving and stocking or preparing of all incoming and outgoing shipments.
- Keep clothing and merchandise on shelves neat and make sure bookshelves are stocked and books are straightened daily.

**01/06/2011 - 04/07/2011** – Kosovska Mitrovica, Serbia

### NGO Santa Marija

NGO Santa Marija

- Strengthen health and education at the community level
- Support civil society in democratic reforms
- Assist countries recovering from disasters
- Promote inclusive economic growth
- Contribute to host government and national priorities
- Create a vision that is singular and that provides unity and inspiration within an organization
- Lead and manage by motivating employees to remain optimistic even when faced with challenges and encouraging good performance and values

- Allocate resources and supplies as to ensure staff and volunteers can complete their responsibilities to their highest potential
- Create programs and challenges that are as effective and efficient as possible
- Ensure that all implemented activities are relevant to the mission and vision of the organization
- Engage the external community as to build and maintain essential relationships
- Invest in building relationships, both with the outside community and with the population that the NGO is targeting
- Support and connect with the population targeted by the NGO
- Be the public face of the NGO
- Carry out fundraising efforts with only the highest ethical standards
- Identify fundraising strategies that benefit and complement the mission and vision of the NGO

**01/09/2013 - CURRENT** - Kamenica, Kosovo

● **Center for Depoliticization of Kosovo Society**

Nebojsa Simic

## LANGUAGE SKILLS

### MOTHER TONGUE(S): Serbian

#### English

Listening  
**B1**

Reading  
**B1**

Spoken  
production  
**B1**

Spoken  
interaction  
**B1**

Writing  
**B1**

## DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Outlook | Microsoft Powerpoint | Instagram | Facebook | Skype | Social Media | Google Docs | Microsoft Office | Zoom | Organizational and planning skills | Internet user | Written and Verbal skills | Team-work oriented | Reliability | Good listener and communicator | Decision-making | Presenting | Motivated

## DRIVING LICENCE

● Driving Licence: **B**

## EDUCATION AND TRAINING

**01/10/2003 - 09/08/2010** - Kosovska Mitrovica, Kosovska Mitrovica, Serbia

● **Graduate psychologist**

Faculty of Philosophy

**01/09/1999 - 15/06/2003** - Strpce, Serbia

● **High school Gymnasium Strpce**

Gymnasium

## COMMUNICATION AND INTERPERSONAL SKILLS

### ● **Communication and interpersonal skill**

- Absorbing, sharing, and understanding information presented.
- Communicating (whether by pen, mouth, etc.) in a way that others grasp.
- Respecting others' points of view through engagement and interest.
- Using relevant knowledge, know-how, and skills to explain and clarify thoughts and ideas.
- Listening to others when they communicate, asking questions to better understand.

## HOBBIES AND INTERESTS

### ● **Books**

### ● **Jogging**

### ● **Training**

### ● **Movies**

### ● **Swimming**

### ● **Bicycling**

## PROJECTS

### **09/09/2013 - CURRENT**

### ● **Project Manager at Our place and we**

- Leading project planning sessions
- Coordinating staff and internal resources
- Managing project progress and adapt work as required
- Ensuring projects meet deadlines
- Managing relationships with clients and stakeholders
- Designing and signing off on contracts
- Overseeing all incoming and outgoing project documentation
- Participating in tender process i.e. design, submission and review
- Designing risk mitigation plan
- Conducting project review and creating detailed reports for executive staff
- Optimising and improving processes and the overall approach where necessary
- Securing growth opportunities and initiating new projects
- Managing large and diverse teams

## ORGANISATIONAL SKILLS

### ● **Organizational Skills**

- Communication
- Teamwork
- Delegation
- Planning
- Prioritizing
- Mental organizational skills