



Nenad Živković

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● WORK EXPERIENCE

03/01/2020 – CURRENT – Kamenica, Kosovo

INFORMATION TECHNOLOGY OFFICER – Municipality of Kamenica

- Monitoring, maintenance as well as engaging in troubleshooting information technology techniques
- Software and hardware interventions, their replacement or repair
- Expert assistance as required for civil servants
- Maintenance of municipal official site
- Publications of materials according to requirements
- Expert assistance in graphic preparation
- Field interventions as required

08/04/2019 – 01/09/2019 – Kamenica, Kosovo

SCHOOL LIBRARIAN – Desanka Maksimovic

- Organizing school library

01/06/2016 – 01/09/2016 – Kamenica, Kosovo

INTERN – Network of Peace Movement

- Desk research and analysis
- Special events planning and organization
- Writing and editing
- Attend meetings
- General administration work...

01/05/2016 – 01/09/2016 – Kamenica, Kosovo

PROJECT COORDINATOR – Center for Kosovo Society Depolitization

- Youth in the community function

07/10/2013 – 07/12/2013 – Gospodar Jevremova 47a, 11000 Beograd (Serbia), Serbia

MEDIA MONITORING – Bureau for Social Research

- Monitoring of the media reporting in Serbian language about local Kosovo elections in 2013

01/07/2012 – 01/08/2012 – Ilirija 116., 62000 Kamenica (Kosovo), Kosovo

TECHNICAL ASSISTANCE – Center for Kosovo Society Depolitization

- Establishing local committees and capacity to successfully participate in making important decisions for municipal interests of non-Albanian communities

01/02/2012 – CURRENT – Kamenica, Kosovo

PROJECT ASSISTENT – Center for Kosovo Society Depolitization

- Can exert good leadership skills and are well-able to coordinate workers and facilitate team communication

- Highly organised in both time and in resources; need to manage progress reports, timetables, and financial budgets
- Have a thorough understanding of project objectives and goals, ensuring all team members have the resources needed
- Have an analytical and critical mindset for making the best business and financial decisions for the project
- Can multitask, work well under pressure, and work efficiently to meet strict deadlines
- Have excellent interpersonal skills for collaborating effectively with others

● EDUCATION AND TRAINING

09/01/2006 – 20/06/2010 – Kamenica, Kamenica, Kosovo

SECONDARY SCHOOL GYMNASIUM, KAMENICA

● LANGUAGE SKILLS

Mother tongue(s): SERBIAN

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2

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

● DIGITAL SKILLS

Microsoft Office: Word, Excel, Access, Power Point, Outlook. | Adobe Illustratior | Adobe (Adobe Photoshop, Adobe Illustrator, Adobe Lightroom, Adobe InDesign, Adobe Premiere) | Social Media Management (Facebook, Twitter, LinkedIn, YouTube, Instagram) | Google suite (Gmail Google Drive Google Slide Google Docs Google Sheets Google Forms Google)

● CONFERENCES AND SEMINARS

Advocacy Skills Workshop , USAID Advancing Kosovo Together, Gnjilane, March 2015. (Certificate)

Business Inovation Program , KS-K , Pristina, December 2009. (Certificate)

Advanced joint negotiation and life skills for violence prevention and peace building , Mercy Corps, Mavrovo, November 2011. (Certificate)

European Center for Minority Issues , Pristina, June-November 2013. (Certificate)

Advocacy skills and community rights program for civil society in Kosovo

Multicultural and Multi-ethnic Education, Kosovo Education Center, Pristina, June 2014. (Certificate)

● **ORGANISATIONAL SKILLS**

Organisational skills

- Responsible and organized
- Responsibility for office materials and equipment
- Record keeping
- Creating and keeping deadlines

● **COMMUNICATION AND INTERPERSONAL SKILLS**

Communication and interpersonal skills

- Formal and Informal Writing Styles
- Preparing professional formal presentations
- Understanding the Fundamentals

● **HOBBIES AND INTERESTS**

Bicycling

Swimming

Gym

Movies

Books

● **MANAGEMENT AND LEADERSHIP SKILLS**

Job-related skills

- Multitasking
- Reviewing, reporting, and research
- Making presentations