|  |  |  |
| --- | --- | --- |
| PERSONAL INFORMATION | | Marko Ilić |
|  | | |
| C:\Users\USER\Desktop\_LX_3599.jpg | Kneginje Ljubice 3, 11000 Belgrade, Serbia | |
| 064-2680-452 | |
| zilailic@yahoo.com | |
| none | |
| none | |
| Sex Male| Date of birth 08.06.1991 | Nationality Serb  - Law graduate from the Union University in Belgrade,Serbia (2010-2014)  - Attending master studies in the area of administrative law at the faculty of Law, Belgrade University (October 2015- ) | |

|  |  |
| --- | --- |
| WORK EXPERIENCE | GIZ Serbia - HR assistant December 2014 – June 2015   * (writing employment contracts, administration of absence and holiday records, monitoring on overtime hours, registering and signing out of employees from the social-related insurance system, assisting on workshops and seminars) |

|  |  |
| --- | --- |
| PERSONAL SKILLS | Hard-working, perseverant, accountable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mother tongue(s) | Serbian | | | | |
|  |  | | | | |
| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| **English** | EXCELLENT | EXCELLENT | EXCELLENT | EXCELLENT | EXCELLENT |
|  | CAE | | | | |
| **German** | VERY GOOD | EXCELLENT | GOOD | VERY GOOD | GOOD |
|  | B1 OSTERREICH INSTITUT | | | | |
|  | Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  Common European Framework of Reference for Languages | | | | |

|  |  |
| --- | --- |
| **Computer skills** | * **Good command of Microsoft Office Word and Excel** |

|  |  |
| --- | --- |
| **Other skills** | * **Passionate about administrative law, insurance and employment law** * **Basic understanding of the Dutch language** * **Good command of the legal basis ,,Službeni glasnik,, (official Herald of the Republic of Serbia) and ,,Paragraf Lex,,** * **Volunteering experience at the Eurovision 2008 and Universiade 2009** |

|  |  |
| --- | --- |
| **Projects**  **Conferences**  **Seminars** | * **Volunteering in Belgrade Youth office in 2011** * **Internship in the National Alliance for Local Economic Development (NALED)**   **-(collecting datas about public fees in agriculture,ecology and state**  **property,working on helping municipalities affected by the floods in May 2014)**   * **Summer internship at the National bank of Serbia in 2014**   **-(working in insurance supervision team,writing administrative acts,presenting research paper on insurance intermediaries in the EU)**   * **Project cycle management training organized by EUProjekti in September 2015**   -Seminar on libertarianism funded by Friedrich Naumann Stiftung and Libek in 2010  -Belgrade model of United nations in Belgrade in 2010 and 2011  -Slovenian model of United Nations in Ljubljana 2011  -Summer school on public diplomacy and international negotiations by UN Yourh Romania and Konrad Adenauer Stiftung from Bucharest in 2012  -Seminar on neutrality for students organized by ISAC -fund and Swedish Armed Forces in 2013  -Two semester programe ,,Primenjena diplomatija,, (Practical approach on diplomacy) organized by the European Movement in Serbia and Friedrich Ebert Stiftung in 2013 |