



Luka Stevović

Nationality: Montenegrin

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Gender: Male

Date of birth: January 8th 1997

Email address: stevovicluka5@gmail.com

EDUCATION

MSc Candidate in Business Management (2019 - 2025)

Faculty of Management, Herceg Novi

Specialist In Business Management (2018 – 2019)

Faculty of Management, Herceg Novi

BSc in Customs, Taxes and Insurance (2015 – 2018)

Faculty of Management, Herceg Novi

Physiotherapist technician (2011 – 2015)

High school “Ivan Goran Kovačić”, Herceg Novi

WORK EXPERIENCE

Student Services Office (current job)

University of Adriatic – Faculty of Management, Herceg Novi

- Administrative and secretary work
- Student Service Coordinator

Internship

Insurance company “Generale Osiguranje”, branch – Herceg Novi

- Data Analysis, Reports on Insurance Claims, Customer Service, Providing Coverage, Paying Claims

LANGUAGE SKILLS

Mother language: Montenegrin

Other languages:

	Understanding		Speaking		Writing
	Listening	Reading	Speech interaction	Speech production	
English	B2	B2	B1	B1	B

DIGITAL SKILLS

Microsoft Office / Zoom / Social Media / E - learning platforms / Word press - Basic Knowledge / Google suite (Gmail Google Drive Google Slide Google Docs Google Sheets Google Forms Google)

PROJECTS

Participant in the project ERASMUS+ PROJECT: HAWKING - 101128741, HAWKING: Harvesting (digital) Alternation in Ways that Knock-down Inaccessibility of New Generations), Capacity building in the field of higher education (ERASMUS-EDU-2023- CBHE), period 2023-2026.

Participant in the project ERASMUS+ PROJECT: GEAR - 101129408, GEAR: Gender Equality in Academia and Research), Capacity building in the field of higher education (ERASMUS- EDU-2023-CBHE), Leader of the project Faculty of Management Herceg Novi, period 2023-2026.

Participant in the project ERASMUS+ project: GROWTH – 101083212 – GAP-101083212, GROWTH: Greening Relevance in Operations in Western-Balkan Tertiary-Education Habitats, Capacity building in the field of higher education (ERASMUS-EDU2022-CBHE) (2023-2026)

"Marketing Challenge '22" Project supported within the competition for co-financing scientific research and innovative activities of the Ministry of Economic Development of Montenegro, period 16.01-11.04.2023.

"Marketing Challenge '21" Project supported within the competition for co-financing scientific research and innovative activities of the Ministry of Education, Science, Culture and Sports of Montenegro, 17.01-05.04.2022.

"Sustainable Development in Tourism Summer School" Project supported within the competition for co-financing scientific research and innovative activities of the Ministry of Science of Montenegro, Period 14-20.09.2020.

"Marketing Challenge Competition" Project supported within the competition for co-financing scientific research and innovative activities of the Ministry of Science of Montenegro, period 10.02-10.03.2020.

"Winter School of Entrepreneurship" Project supported within the competition for co-financing scientific research and innovative activities of the Ministry of Science of Montenegro, 01.10.2019.-31.01.2020.

Seminar on Green Universities for Teaching Staff, organized by Slovak University of Agriculture in Nitra, Slovakia

SOCIAL SKILLS

- Highly developed communication skills through business experience and education.
- Highly developed presentation skills. Work efficiently under pressure

ORGANIZATIONAL SKILLS AND COMPETENCES

- Organizing and monitoring the organization process, teamwork and coordination
- Organizational and interpersonal skills.
- Knowledge on team coordination and monitoring.
- High level of ethics and loyalty.
- Analytical, organized, detailed oriented.