



Ivana Savić

Nationality: Serbian

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Date of birth: 07th August 1995

Gender: Female

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WORK EXPERIENCE

Student Services Office (current job)

University of Adriatic -Faculty of Management, Herceg Novi

- Administrative and secretary work
- Quality assurance and cooperation with companies

Content Editor

ABC Authority Builders Co.

- Wrote and edited articles, ensuring consistency, clarity, and adherence to brand guidelines.
- Conducted keyword research to optimize SEO and drive traffic to the site.

Journalist

Daily Newspaper Politika

- Demonstrated strong writing skills by crafting impactful headlines and articles.
- Researched and fact-checked information for news articles, maintaining high standards of journalistic integrity.

PR assistant

Blood Transfusion Institute of Serbia

This was a volunteer position, later an internship

- Assisted in planning and coordinating public relations events for key stakeholders.
- Developed and executed press releases.

EDUCATION

Specialist in Business Management, Faculty of Management, Herceg Novi, 2023-2024

Master's Degree Course in Economics and Management of Arts and Cultural Activities EGART, Ca' Foscari University of Venice, 2019-2022

Bachelor's degree in journalism and PR, University of Belgrade, Faculty of Political Science, 2014-2018

TRAININGS AND COURSES

Various communication and management courses

Courses in the English language at Kent School of English colleague, Broadstairs, United Kingdom

Participant at the European Center for Peace and Development Youth Forum, Belgrade, Serbia

Introduction to journalism at Studio B, Belgrade, Serbia

Digital marketing, IT Academy, Belgrade, Serbia

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

LANGUAGE SKILLS

Mother tongue: Serbian

Other language(s):

English

C2 Proficiency (CPE)

French

B1 DELF

Italian

Elementary

Spanish

Elementary

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

ERASMUS+ PROJECT: GEAR - 101129408, GEAR (Gender Equality in Academia and Research), Capacity building in the field of higher education (ERASMUS-EDU-2023-CBHE). Project duration: 2023-2026. Gender

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). Project duration: 2023-2026.

ERASMUS+ PROJECT: GROWTH - 101083212, GROWTH (Greening Relevance in Operations in Western-Balkan Tertiary-Education Habitats), Capacity building in the field of higher education (ERASMUS-EDU-2022-CBHE). Project duration: 2023-2026.

PUBLICATIONS

Articles for daily newspaper "*Politika*"

Article for the introduction book for the European Center for Peace and Development Youth Forum

Photograph for the weekly newspaper "*Vreme*"

Master thesis: Museum of Contemporary Art in Belgrade: communication strategies with the public (1965-2021)

Specialization thesis: „Osnovne faze naučno istraživačkog postupka“