



Europass Curriculum Vitae




Personal information

First name/ Surname **Velika Dimitrieva**
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E-mail vdiv@yahoo.com dim.velika@gmail.com
Nationality Macedonian
Date of birth 11. 04. 1984
Gender female

Desired employment / Occupational field **Management of Human Resources**

Work experience

Dates	June – August, 2008 (volunteering)
Occupation or position held	Training and consultations
Main activities and responsibilities	Participation in trainings under supervision of mentor and being a co- trainer in one of the trainings (Managing and developing human resources); preparation of evaluation reports for the held trainings and summarizing the evaluation questionnaires; planning, conceptualizing, finding materials, writing and editing of The Manual for managing human resources for NGOs; presence and involvement in the workshops and meetings of the organization (IPA funds, change and implementation of the new mission, vision and strategy of MCIC, restructuring of the organization) and translation of the materials.
Name and address of employer	Macedonian Center for International Cooperation (MCIC) www.mcims.org.mk Nikola Parapunov street n.n p.box 55, 1000 Skopje
Type of business or sector	Civil society: Organizational development of the actors of civil society
Dates	April, 2007 – June, 2008
Occupation or position held	Editor, narrator, translator

Main activities and responsibilities	Translation of the materials for the show, reading them in off, organizing and managing the work group and the associates, contacting and presenting the TV show to the potential sponsors
Name and address of employer	BIT production, Skopje
Type of business or sector	Video production (creation of programmes of educational and entertaining character in the field of new technologies and computers)
Education and training 	
Dates	2007- onwards
Title of qualification awarded	/
Principal subjects/occupational skills covered	Masters in Management of Human Resources
Name and type of organisation providing education and training	Institute of Sociological and Political-Juridical Researches University of Sts. Cyril and Methodius, Skopje, R. Macedonia
Level in national or international classification	VIII/1 (Masters)
Dates	2001 - 2007
Title of qualification awarded	Bachelor in Psychology
Principal subjects/occupational skills covered	Counselling, diagnosing, usage of diagnostic tools, personality tests, creating tests, organizational psychology, conflicts and managing conflicts, research methods and education in the field of psychology
Name and type of organisation providing education and training	Faculty of Philosophy of the State University of Sts. Cyril and Methodius, Skopje, R. Macedonia
Level in national or international classification	VII/1
Dates	26-28 June, 2008
Title of qualification awarded	Training for Managing and developing human resources (co- trainer)
Name and type of organisation providing education and training	MCIC
Dates	May, 2003
Title of qualification awarded	Advanced Workshop "Alternative to Violence Project", completed 20 hours training in affirmation, communication, community building and conflict resolution skills as well as facilitation skills for experiential workshops

Name and type of organisation providing education and training | Balkan Peace Studies Center, Faculty of Philosophy of the State University of Sts. Cyril and Methodius, Skopje, R. Macedonia

Personal skills and competences

Mother tongue(s) | **Macedonian**


Other language(s)
Self-assessment
European level (*)

English
Serbian and Croatian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user

(*) *Common European Framework of Reference for Languages*

Social skills and competences

Ability for individual and team work 
Organizational and communicational skills
Ambitious, motivated, responsible and creative in work assignments

Organisational skills and competences

Highly organized, self-organized, effective and specific in delegating assignments
Effective in completing on- time any project from concept to final stage
Ability for analytical, constructive and critical thinking

Technical skills and competences

Knowledge of personality profiles
Recruitment, Assessment and testing candidates (Organizational psychology)
Training and presentation skills (Achieved through education and facilitating trainings)

Computer skills and competences

Competent with Microsoft Office programmes, Internet

Other skills and competences

Translation, resolving conflicts skills and advanced communicational skills

Additional information

Papers (researched fields):
Organizational conflicts and conflict-competent organizations
Analysis of Journalists Ethics Code
Selection methods in selection and recruitment of employees
The most valuable asset of the organizations- its people

