* Tatjana M.Sc. B.A.*

Email: tatjana.17308@2freemail.com

**Professional Summary**: Six and a half year various HR experience as HR Consultant, Senior HR / Admin. Assistant, and Operations Specialist. Three years as trainer for adults, three years as linguist. Ten years diverse administrative experience. Five years in journalist, one year in editorial capacity.

**Objective:** Experienced and hard - working HR professional is looking for a new challenge. I wish to contribute towards the success of your organization, working as a HR Professional in U.A.E.

**Personal Info:**

Date of birth: 03.02. 1970

Visa status: Visit visa

Marital status: Single

Nationality: Macedonian

Present address: 204, Bldg. 19 (Sterling), Mankhool, Bur Dubai, Dubai

U.A.E. driving license: No

Languages & Certificates: Cambridge Proficiency in English (2008) Cambridge First Certificate in English (2000)

IETLS (1997). Full oral and written proficiency in Macedonian, English, Serbian, Croatian and Bosnian. Intermediate knowledge of Bulgarian language.

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| **Skills:**Recruitment and selectionAll HR Standard Operational ProceduresEducation and developmentProven organizational skills & ability to make things work Organizational redesign & change agent | Excellent senior admin. experience Analytical thinking/Human Resources policies makerClear and effective oral and highly - developed written communications skills Coordination/project management Training curricula development and its delivery |

**Education:**

2009 - 2012 **M. Sc.** State University “Ss. Cyril and Methodius” Institute for Sociological, Political and Legal Research

Master Thesis: **E - advertising and e - recruiting** Average grade: B+ (9.33)

**1995 M.A. State University “Ss. Cyril and Methodius”, Dept. of General and Comparative Literature**

Bachelor of Arts in General and Comparative Literature. Average grade B- (8.68)

**Computer skills:** Standard Microsoft Office Package - full working proficiency

**Other:** Able to work in very fast - paced working environment. Self - driven, results oriented. Clients - oriented personality.

**Work Experience:**

**12 Oct. 2012 - 21 Oct. 2013 Operations Specialist** *Mission Essential (AFGHANISTAN)*

* Generated orders for all new hired linguists and time - off Returnees Theater wide.
* Tracked all medical leaves of absence and leave without pay absence returnees (their processing and medical clearances, assigning them back / reassigning them to the next Theater priority.
* Tracked all linguists released from units and their counseling packages completion until they were reassigned to different slot throughout Afghanistan.
* Worked closely with Retention unit (Merit assignments).
* Responsible for all internal transfers of linguists within the same Major Command/Sub Command.
* Responsible for the annual language tests.
* Created lay off matrix for linguists reduction due to operations downsizing.
* Bagram and Kandahar Air field’s transient reports.

*(Received Certificate of Appreciation / Merit Award from Mission Essential)*

**Jan. 2012 - 01 Oct. 2012 Editor** *Publishing house “Tabernakul” (MACEDONIA)*

* Prepared, rewrote and edited copies to improve readability of the final copy.
* Read copies and proof - read them to detect and correct errors in translation, spelling, punctuation, and syntax.
* Verified facts, dates, and statistics, using standard reference sources.
* Provided appropriate cover in the Managing Editors' / Publisher's absence.

**Aug. 2008 - 01 Oct. 2011 Linguist** *Northrop Grumman Mission Systems (KOSOVO)*

* Translator / Interpreter from English into Serbian and vice versa for different military units including PsyOp (Psychological Operations), OSINT (Open Source Intelligence), Liaison Maintenance Teams & other units supporting US peacekeeping operation in Kosovo.
* Documents, subtitles and print media products.
* Perform summaries, extracts and full transcripts and translation of audio and written material, ensuring preservation of nuances and sublets of original text.
* Translate, transcribe, and analyze work of Serbian media/language audio files in English and vice versa.

*(Received several merit awards from US Army personnel)*

**Jan. 2005 - 01 Jul. 2008 HR Consultant***ITC Co, HR Consulting (MACEDONIA)*

* Professional input in different recruitment and selection processes.
* Led the creation of recruiting plans for all open positions assigned to myself / developed salary proposals for new recruits.
* Screened all applicants based on their qualifications and background.
* Screened all resumes prior to making a short – list/conducted job interviews.
* Organizational redesign for two medium size enterprises/facilitated organizational change process, including two lay - offs.

**Dec. 2005 - Apr. 2008 Educator of Local Leaders** *UNDP (MACEDONIA)*

* Preparation and delivery of different trainings in support of strengthening the local self - government.
* Facilitated the process of writing reports and projects evaluation.
* Responsible for coordination and organization of my workshops.
* Local needs analysis on the basis of participants' input.
* Measured the progress in different projects implementation.
* Facilitated the process of writing reports and projects evaluation.

*(Up to 20 hours per week and weekends only)*

**2003 - 2004 Part - time Intern** *American Chambers of Commerce (MACEDONIA)*

* Explored possibilities for foreign investments (mines in Macedonia).
* Organized Am Cham events and luncheons, together with Am Cham employees.
* Edited and wrote Am Cham newsletter, wrote and collected texts for Am Cham quarterly magazine.
* Performed other related duties, as required.

**2002 - 2003 HR / Admin. Assistant** *Cosmofon Mobile Telecom Services (MACEDONIA)*

* Explained all the human resources policies, procedures, standards and regulations to each employee.
* Coordinated meetings, developed meeting content and presented all updates.
* Created monthly and quarterly reports/all relevant administrative correspondence.
* Established, maintained, and updated employees' personal records.
* Created and revised both Administrative/HR forms.
* Wrote and developed most of the Administrative/HR policies.
* Assured that the work meets quality standards by reviewing the work for the rest of the team.

**2000 - 2001 Project Admin. Assistant** *Ministry of Health, International Unit (MACEDONIA)*

* All written correspondence (memorandums, minutes and reports).
* Daily Educative Center daily administrative tasks.
* Screened and routed incoming calls and messages when necessary.
* Managed staff and participants' schedules and timesheets.
* Monitored office usage of supplies and reordered when needed.
* Tracked spending and budgets.
* Consecutive interpretation of Continuous Medical Education presentations and written translations of the teaching materials.
* Organization of all transportation of all participants and lecturers.
* Handled production and timely distribution of teaching materials.

**1999 - 2000** **Gratis Personnel Clerk** *UN ICTY T.O.B. (MACEDONIA & NETHERLANDS)*

* Gathered information of mission program from Kosovo and its processing for the Administrative Unit at The Hague.
* Maintained all teams' attendance records, record keeping of all individual files.
* Logistics reports for the Admin. Unit at The Hague.
* Responsible for the Post Mission Report (facts and figures input).
* Correspondence, reports and meeting notes.

**1999 Medical Admin. Assistant** *IOM (MACEDONIA)*

* Acted as point of contact between refugee camps, medical screening and flights schedule organization.
* Supervisor (one of two supervisors) for nine administrative clerks.
* Responsible for medical documentation for 40.000 Kosovo refugees' individual files - future USA immigrants.
* Verified facts and dependents of the primary visa applicant.

**1996 - 1999 Free - lancer journalist** *Multiple employers* **(***MACEDONIA)*

**& Movies translator**

Daily newspaper “Dnevnik”, Macedonian Radio Television, Telma Television, monthly magazine “Woman”