

Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Jelena Marković**
Address(es) KOLAROVA 14
HR-10 000 ZAGREB (Croatia)
Telephone(s) +385 1 3866 042 Mobile | +385 91 762 03 22
E-mail(s) jelena_mar@ymail.com
Nationality Croatian
Date of birth 3 Dec 84
Gender Female

Education and training

Dates 1 Oct 03 - 19 Dec 07
Title of qualification awarded Graduated Chemist
Name and type of organisation providing education and training Faculty of science- Chemistry department, University of Zagreb
Level in national or international classification Level 6 on Croatian National Framework of Qualifications

Work experience

Dates 8 Sep 08 →
Occupation or position held Project assistant
Main activities and responsibilities Organization of seminars and workshops, experts visits
Web administrator
Preparing Activity reports
Translation English – German – Croatian
Name and address of employer CARDS project "Implementation of Water Framework Directive" in Croatia
Type of business or sector Consulting
Dates 1 Feb 08 -8 Sep 08
Occupation or position held Expert in ecology
Main activities and responsibilities Preparing Environmental assessment studies
Preparing Waste management plans for local government
Preparing project applications for EU financing funds (IPA, PHARE, ...)
Name and address of employer Hudec plan d.o.o.
Vlade Gotovca 4
10 090 Zagreb
Type of business or sector Design, supervision and consulting
Dates 1 Jun 05 - 1 Mar 06
Occupation or position held Hostess- part time
Main activities and responsibilities Help by organizing events (openings, celebrations, seminars, public lectures)
Hostess at events (openings, celebrations, seminars, public lectures)

Name and address of employer | Spona komunikacije d.o.o., Bogoslava Šuleka 7, Zagreb
 Type of business or sector | Public relations
 Dates | 1 Jul 04 - 1 Aug 04
 Occupation or position held | Administrative help

Main activities and responsibilities | Communication by phone, e-mail, post
 Sorting and organizing documents

Name and address of employer | Croatia osiguranje, Miramarska 22
 Type of business or sector | Personnel Department

Other language(s)

Self-assessment
 European level (*)

English
German
Spanish / Castilian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	B1	Independent user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user
A2	Basic User	A2	Basic User	A1	Basic User	A1	Basic User	A1	Basic User

(*) [Common European Framework of Reference \(CEF\) level](http://www.cedefop.europa.eu/en/inter/12345)

Social skills and competences | Communicative and accessible
 Trained in public presentation skills (debate team)

Computer skills and competences | Good command of Microsoft Office tools (Word, Excel, PowerPoint, Outlook, OneNote, Publisher)
 Good command of CMS for web pages
 Basic knowledge of graphic design applications (Adobe- Acrobat, Adobe-Imageready, PhotoShop)
 Basic programming in Pascal and Visual Basic

Other and competences | I played volleyball in high school team
 Recreational diver and caver

Driving licence(s) | Category B