

Curriculum Vitae of Jelić Saša

PERSONAL INFORMATION

Name Jelić Saša
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Date of Birth 24.04.1984

SUMMARY

- Actively and constantly updating and upgrading extensive knowledge in Information Technologies,
- Track record in successful acquiring of new skills, duties and responsibilities,
- Proven ability to work in dynamic, stressful and time constraining environments,
- Efficient both in team work projects and independent endeavors,
- Pro-active and communicative, organized and flexible
- Raised in different cultural environments (Serbia, Finland, Switzerland), fluent in English and German

WORK EXPERIENCE

Dates	March 2011 – present
Name of employer	Cardno Emerging Markets / USAID Business Enabling Project, Belgrade, Serbia
Type of business or sector	USAID funded project aimed to help the Government of Serbia improve the competitiveness of the Serbian economy and its private sector businesses.
Occupation or position held	IT & Operations Specialist
Main activities and responsibilities	<ul style="list-style-type: none">• Responsible for an efficient and speedy set up of project information systems• In cooperation with Cardno's IT team organized and oversaw the procurement of IT equipment for BEP• Registered the project domain and ensured staff's transition onto the new email system• Acted as project's technological help desk covering information systems, hardware and phones• Ensured that the project's information system is working efficiently and that the system is adequately backed up• Supported event organization on technical and communications activities• Responsible for designing, maintaining and updating project website• Coordinated technical logistics for BEP project events
Dates	November 2010 – April 2011
Name of employer	Bankruptcy Supervision Agency, Belgrade, Serbia
Occupation or position held	Short - Term IT Consultant
Main activities and responsibilities	<ul style="list-style-type: none">• Actively analyzed, prepared and documented potential ICT system improvements, to improve the level and quality of services provided• Managed resolution of ICT issues with external partners• Analyses and provision of information to the BSA Director, relevant to the budget and finance and plans for maintenance and development of BSA information systems• Advised the BSA Director and negotiated with Agency's technological partners on technical provisions of contracts• Developed procedures, management, maintenance and reporting to the Agency management on the status of user support and the information system status• Conducted training in using Electronic Reporting System to licensed Bankruptcy Administrators and other bankruptcy professionals,• Conducted Help Desk Support for users that used BSA information systems,

<p>Dates</p> <p>Name of employer</p> <p>Type of business or sector</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>April 2009 – September 2010</p> <p>Booz Allen Hamilton / USAID BES Project , Belgrade, Serbia</p> <p>USAID funded project aimed to reform bankruptcy proceedings in Serbia. Project delivered modern computer systems for bankruptcy data collection, analysis and electronic reporting:</p> <p>IT Specialist</p> <ul style="list-style-type: none"> • Immediately after hiring, required to learn all aspects of bankruptcy proceedings in Serbia, • Conducted training in using Electronic Reporting System to licensed Bankruptcy Administrators and other bankruptcy professionals, • Became certified Electronic Reporting System trainer and instructor, • As part of project's IT Team, designed and compiled user's manual, training materials and handouts for Electronic Reporting System, • Conducted Help Desk Support for users that used systems designed by BES project, • Tested, submitted and tracked errors and suggested improvements to vendors for systems designed by the project's IT Team, • Communicated and coordinated with project counterpart's about issues related to all BES developed information systems, • Reported on help desk issues, user's feedback, system's performance and problems that occurred, • Assisted in all IT related tasks necessary for successful implementation of projects activities;
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<p>Dates</p> <p>Name of employer</p> <p>Type of business or sector</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>July 2006 – April 2009</p> <p>011 Info com, Belgrade, Serbia</p> <p>The first Serbian original informative web portal, with database that contains more than 100.000 useful information:</p> <p>Head of IT Sector</p> <ul style="list-style-type: none"> • Organized and managed IT sector, set goals and managed their achievement, • Prepared, coordinated and managed hardware and software procurements and controlled its efficient implementation, support and maintenance, • Hired, trained and supervised IT staff, • Started in 011info.com as Web / Graphics Designer and System Administrator, • Designed and web mastered 011info.com web portal, as well as various web sites, • Graphically designed logos, brochures, presentations, etc.,
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<p>Dates</p> <p>Name of employer</p> <p>Type of business or sector</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>August 2002 – February 2004</p> <p>Poljoprivredni list, Belgrade, Serbia</p> <p>Renowned Serbian magazine</p> <p>Web and graphic designer</p> <ul style="list-style-type: none"> • Designed and maintained web edition of „Poljoprivredni list“ magazine, logos, brochures etc.,
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<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>since 1998</p> <p>Freelance Web and graphic designer, Belgrade, Serbia</p> <ul style="list-style-type: none"> • Design and implementation of over 70 various WEB sites; <p>(The Institute for International Politics, Serbian Ministry for Diaspora, Belgrade apartments, CMC Tours, ITG carpets, Pane e Vino, Avenia Ceramics, Vocal Ensemble "Oktoih", Design Vertikal, Menatti, Tehnohemija</p>
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EDUCATION

<p>Dates</p> <p>Name and type of organization providing education and training</p> <p>Title of qualification awarded</p>	<p>2004 - expected 2012</p> <p>University of Belgrade - Belgrade business school, Department for Bussiness Informatics and Electrical Business</p> <p>Bachelor of Informational Systems</p>
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CERTIFICATIONS**Bankruptcy Supervisory Agency (Serbia):**

- Certified ERS (Electronic Reporting System) Instructor (2009)

Computer Trade and Equipment (CET):

- MCSE course: Microsoft Certificated System Engineer (Windows Server 2003)

Microsoft Certified Professional (MCP):

- "Implementing and Supporting Microsoft Windows XP Professional"
- "Managing a Microsoft Windows Server 2003 Environment"
- "Deploying and Managing Internet Security and Acceleration Server 2000"

CAREER OBJECTIVE

To obtain a position in an organization where my experience, education, and skills would be beneficial, along with opportunity for professional growth and further education.

ADDITIONAL INFORMATION

Personal interests

Since 2003 active member of Aikido Club Seishin (Brown belt)
Member of SOKO dancing school (standard and Latin style dance).