

PERSONAL INFORMATION



Bojana Živković

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🌐 [LinkedIn Profile](#) [Proz.com Profile](#)

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Sex Female | Date of birth 03/08/1982 | Nationality Montenegrin

WORK EXPERIENCE

January 2007 - present

Freelance translator for English and Serbian/Montenegrin

Sworn court interpreter for English language in Montenegro. Translator/interpreter for English and Balkan languages for EPRD Poland, German Organization for International Cooperation GIZ, Dutch Development Organisation SNV, OSCE Mission in Montenegro, ODIHR Election Observation Missions, ODIHR Headquarters in Warsaw, Bio-technical Faculty in Podgorica, Department for Translations within the Ministry of Foreign Affairs and European Integrations in Podgorica and many other agencies.

Business or sector Translation and Interpretation <http://www.proz.com/translator/1236937>

May 2013 - present

Trainer, Counsellor in Gestalt Psychotherapy, wingwave coach and Transformation Game facilitator

Trainer in the areas of self-growth, team-buildings/on-the-job-trainings and communication. Currently working as a consultant in business sector for SMEs where I offer trainings related to development of soft skills. Offering counselling sessions using Gestalt psychotherapy approach, wingwave coaching sessions as well as organising and facilitating workshops of the Transformation Game. All these tools serve to every individual or groups improve quality of their lives either through individual or group sessions. The focus is on awareness, self-growth, closing unfinished topics from the past, integration of the new self, and finding and building own potentials and qualities.

Business or sector Psychotherapy, coaching, facilitation, trainings www.blissipline.me

August 2020 - present

Change manager at Kyndryl (IBM), Czech Republic

Supervision the change management process: lead times, quality of the change, definition of the change type (Standard, Normal, Expedite/Urgent, Retro/Emergency change) and prioritization of the change record (based on the schedule start of the change record x submission of the change). Initiator and coordinator of project for writing documentation within the team related to change management process. Writing other manuals and instructions related to every-day work.

Business or sector IT industry, www.kyndryl.com

September 2017 – September 2019

Project Officer at TrueAgent, Montenegro

Manage the delivery of all customer related tasks by service teams before they launch a product or service. Answer team's questions and direct them toward best practices.

Analyse the processes and make recommendation based on evidence to make them better, more efficient and reduce end customer friction.

Work with support and operations to understand their business requirements and integrate those needs into current workflow.

Continuously evolve which KPIs and metrics are most impactful to the programme and process owned.

Business or sector IT industry

January 2010 – April 2015

UN Admin/Finance Assistant, Montenegro

Project management: initiating, planning, executing and closing of a project cycle with great results as monitoring and evaluation processes showed in the end

Report writing: always precise, succinct, with great attention to detail, wording and grammar

Event management: organized events that included high officials and brought in my creative and organizational skills

Human resources: recruitment of consultants and experts, was a staff representative for 2 consecutive years and participated in implementation of organizational change within the organization

Financial: performed regular financial and administrative duties in Atlas Financial System necessary for the successful and timely programmes/projects implementation.

Business or sector International Organisation, United Nation, www.un.org.me

September 2007 – May 2008

Import Assistant

Bar-Kod Company, Donja Gorica bb, 81000 Podgorica, tell: +382 20 260 740

Administrative and finance work within HQ offices regarding import of goods and their registration and classification.

Review of invoices and revision of contracts. Planning, supervision and coordination of administrative activities.

Translation of business communication.

Consecutive translation during business negotiations and translation of legal and specialized documentation.

Organization of meetings and assistance in organization of promotional events.

Business or sector Private company for export/import of various goods

EDUCATION AND TRAINING

August 2010 – December 2013

Certificate for the Basic course in Gestalt Psychotherapy

Gestalt Psychotherapy Training institute Malta, 2-year basic course,

<https://www.eapti-gptim.com/>

- History and roots of Gestalt Psychotherapy; Main theoretical concepts and methods. Theory of Gestalt Therapy and Methodology
- Personal styles in contacting own environment and awareness about self
- Assessment of oneself according to Gestalt theory; Working through main personal issues
- Understanding the patterns of own contacting the environment and its content within Gestalt theory
- For oneself: Who they are in the context, what they need, where they are obtaining it from and what the consequences are for themselves and the environment in the light of Gestalt theory.

September/October 2014

wingwave coach

Besser-Siegmund-Institut, Hamburg, Germany, www.wingwave.com

Helping others obtain peak performance through: concise success coaching, creative dynamics and inner balance.

To reach personal and professional goals, wingwave coaching represents an approved short-term-coaching-concept, which combines established and well researched psychologic coaching elements. For more than ten years managers, artists, trainees, students, athletes and actors have made use of the wingwave method to reach their goals and gain success. wingwave coaching optimizes one's productivity and creative ability by stabilizing own emotional and mental balance – easing challenging and demanding situations in particular.

May 2013

Transformation Game Facilitator

Findhorn Foundation College, Scotland, UK <http://www.findhorncollege.org/>

- Self-discovery tool in the form of a board game
- Facilitation of personal processes individually or in groups
- Giving constructive personal feedback and support to players to fulfil their Game's focuses
- More info at <http://www.findhorn.org/workshops/game/#.U8zJdfmSxhw>

October 2001 – December 2006

B.A. (honours) in English Language and Literature

Level VII according to EQF

4-year diploma studies, Faculty of Philology University of Belgrade, Serbia

<http://www.fil.bg.ac.rs/eng/>

- Contemporary English Language (Listening, Speaking, Reading, Writing),
- English Language (History, Phonology, Morphology, Syntax),
- English Literature (Anglo-Saxon, Renaissance, Early Modern, Romanticism, 20th century),
- Special courses in Shakespeare and English/Serbian Contrastive Analysis,
- English Teaching Methods, Pedagogy, Philosophy, Sociology, Ecology, German as second language

PERSONAL SKILLS

Mother tongue(s)

Serbian/Montenegrin

Other language(s)

English

German

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C1	C1	C1	C1	C1
B2	B2	B2	B2	B1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

- My communication skills were developed over the years through my work as project manager, interpreter, teacher and lately as beginner psychotherapist. This implies listening (with not only ears, but with eyes, brain and heart), understating interlocutor's position and finding common solution, but at the same time being confident in saying what I think in an adequate way.

Organisational / managerial skills

- I am really advanced in organisational skills which imply my ability to organize my time, deadlines and productivity. This is present in all my jobs in international organisation and business sector. Since I am a generalist, with several areas where I hold expert position, I tend to adapt easily to different working environments and tend to easily follow business processes thanks to my varied experience within the international sector.

Job-related skills

- Excellent coordination skills of different processes and tasks (currently working flexitime from home which allows me to adapt to constant change of work priorities in a short period of time)
- Excellent in essay, report and grants writing that I gained through my extensive work in the international and NGO environments.
- Excellent command of quality control processes (currently responsible for quality event management of all self-growth workshops I organise and events within small women-driven company here in Montenegro)
- Good skills in monitoring and evaluation (was a member of M&E team in the UN)

Computer skills

- OS Windows and Microsoft Office™ tools
- OS Ubuntu and LibreOffice suite
- Using collaboration tools in every-day work
- Translation tool SDL Trados
- Excellent command of Financial Software Atlas

Driving licence

Driving licence B category, active driver.

ADDITIONAL INFORMATION

Publications
Presentations
Projects
Conferences
Memberships
References

- Translation projects done with cApStAn: ESENER-2 2013, OSCE Violence Against Women survey 2017 and 2018, TIMSS Questionnaire 2018, European Social Survey rounds 9 and 10, Quality of Life survey 2019, PISA 2019
- Completed School for Gender Studies (April 2010) organized by the Ministry of Human Rights and Freedoms in Montenegro and UNDP Montenegro.
- Completed School of Democracy (November 2010) organized by Centre for Civic Education, Montenegro.
- Translation of the book *40 Mountain Trails of Prokletije* by Rifat Mulić

References:**Mr. Ivan Blažević**, TrueAgent, blazevicivan@gmail.com**Ms Slavica Dimovska**, VET expert and trainer, slavicar@gmail.com

