



# MAJA VASKOVA KJULAVKOVSKA

TRAINING AND PROFESSIONAL  
DEVELOPMENT ADVISOR

## PROFILE

Disciplined, highly analytical and self-driven HR specialist, problem-solver with agile mindset and proven accountability. An expert with more than 5 years of experience in learning and development, seeking new learning opportunities and willing to challenge the status quo. Genuinely interested in change management and making people and organizations successful.

## CONTACT

PHONE: +389-70-825-939

LINKEDIN:  
[linkedin.com/in/maja-vaskova-  
kjulavkovska-27259317](https://www.linkedin.com/in/maja-vaskova-kjulavkovska-27259317)

EMAIL:  
[vaskova.maja@gmail.com](mailto:vaskova.maja@gmail.com)

## EDUCATION

**University of Sheffield, UK, City College, Thessaloniki, Greece**  
**Executive Master of Business Administration in Human Resource Management**

Awarded 1 of 20 national scholarships

Graduated with distinction

Wrote dissertation on integrating training and performance management through competency-based training

**Ss. Cyril and Methodius University, Skopje, North Macedonia**  
**Master of Science, Human Resource Management**

Maintained a 10 GPA score all 4 semesters

Wrote dissertation on influence of HR practices on organizational culture

**Ss. Cyril and Methodius University, Skopje, North Macedonia**  
**Bachelor of Arts, German and English Language and Literature**  
Graduated Magna cum Laude

## WORK EXPERIENCE

**Civil Aviation Agency, North Macedonia**  
**Training and Professional Development Advisor**  
11/2019–Present

- Creation and delivery of learning strategies and programs
- Delivery of efficient and effective learning methods and tools based on corporate needs and HR strategy, such as e-learning
- Participation at the creation, implementation and execution of learning processes and standards also with respect to local and global regulatory requirements
- Evaluating training requirements as a part of the training needs assessment through job analysis and consultations with senior managers and employees
- Managing selection of internal and external training providers
- Supporting the embedding of the new ways of working, actively participating in the development and implementation of continuous improvement initiatives
- Ensuring learning & best practice operations inside the organization by managing projects
- Developing and maintaining HR planning framework

**Civil Aviation Agency, North Macedonia**  
**Training and Translations Advisor**  
8/2015–11/2019

- Contributed to enhanced competence and engagement of 70 employees by development and implementation of training programs and training policy based on extensive analysis of legal standards and recommended practices
- Successfully progressed the implementation of training through liaising with more than 20 international, regional and national entities
- Effectively planned and organized more than 50 training events
- Wrote proposals and received grants for more than 15 EU-funded projects directly supporting and promoting the aims and objectives of the organization
- Skillfully prepared and lead 2 EU-funded capacity-building projects

**Civil Aviation Agency, North Macedonia**  
**Held other positions related to L&D, exams and translations**  
07/2002–07/2015

# SKILLS

## **Written and oral communication skills**

Experience in writing grant proposals.  
Translated documents and interpreted conversations in English and German.

## **Analytical skills**

Processed data, analyzed trends and produced results as a part of the dissertation-writing process.

## **Multitasking**

Successfully managed multiple simultaneous projects, adapting with flexibility to unforeseen challenges.

## **Digital skills**

MS Office, G-Suite

## **Interpersonal skills and problem solving**

Daily co-ordination with relevant stakeholders inside and outside the organization providing excellent customer service.  
Multi-cultural acceptance, ability to work in a fast-paced and changing environment.

## **EXPERTISE**

TALENT MANAGEMENT

LEARNING AND DEVELOPMENT

PROJECT MANAGEMENT

STRATEGIC WORKFORCE PLANNING

TRANSLATION

# LANGUAGES

**English**-Proficient Knowledge

**German**-Advanced Knowledge

**French**-Intermediate Knowledge

**Croatian**-Advanced Knowledge

**Bulgarian**-Intermediate Knowledge

**Hungarian**-Beginner

# TRAININGS AND CERTIFICATIONS

**Project Management Basics, 2015**

**Transition Seminar for Quality Management System according to the requirements of ISO 9001:2015, 2015**

**Project Implementation Seminar, 2015**

**Negotiation Skills Seminar, 2015**

**Project Risk Management Development Seminar, 2018**

**ECQA Certified EU Project Manager, 2016**

**Certified Court Translator for German and English, 2002**

**Holder of Hungarian citizenship**