

Europass Curriculum Vitae



Personal information

Surname(s) / First name(s)

Sekulic Sasa

Address(es)

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E-mail

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www.sasasekulic.info • <http://it.linkedin.com/in/sasasekulic>

Nationality

Serbian

Date of birth

June 9, 1976

Gender

male

Work experience

Dates

November 2009 – present

Occupation or position held

Project Manager & Content Developer

Main activities and responsibilities

Writing management and organization of projects in the field of culture, digitalization, cultural preservation, its marketing and promotion; collaboration with national and international institutions (Serbian Ministry of Culture, Serbian Ministry of Science, Serbian Academy of Sciences, Princeton University, Harvard University, Library of Congress, UNESCO), organizations and NGOs (IRD, USAID). Organization of cultural events and their marketing in Serbia, Italy and United States. Management of digitalization, cataloging, XML authoring and conversion, metadata management, database ingestion and publishing through the CMS software on Windows, Mac OS and Linux platforms. Organization of logistics operations for projects' field work in Serbia, Kosovo and United States.

Name and address of employer

BLAGO, Palo Alto, California, USA – www.srpskoblago.org

Type of business or sector

Non-Profit - Culture

Dates

November 2003 – November 2009

Occupation or position held

Project manager / IT Developer

Main activities and responsibilities

Content manager for 4 sites with over 3.000.000 visits a year, editor of a US monthly bulletin. Management of photographing, digitalization, digital processing, cataloging, XML authoring and conversion, metadata management, database ingestion and publishing through the CMS software on Windows, Mac OS and Linux platforms. Manager for cultural projects in cooperation with Serbian government and international organizations and institutions (EU, UNESCO, IRD, USAID, Princeton University, Harvard University, Library of Congress). Participated in EU project Interreg IIIa in with the Municipalities of Ferrara, Ravenna and Rimini, Italy. Media management and event organization in the US (Washington DC, San Francisco, Chicago, Las Vegas). Organization and logistics for field projects and events in Serbia, Italy and US.

Name and address of employer

Serbian Unity Congress, Washington DC, USA / Kongres srpskog ujedinjenja, Belgrade, Serbia

Type of business or sector

Non-Profit - Culture and Economy

Date	<i>April 2003 – November 2003</i>
Lavoro o posizione ricoperti	Database programmer
Principali attività e responsabilità	Database development and programming for POS and warehouses with SQL Server and MS Access.
Nome e indirizzo del datore di lavoro	Optima Modrica, ul. 29 Novembra 9, Belgrade, Serbia
Tipo di attività o settore	oil industry
Dates	<i>April – September 2003</i>
Occupation or position held	General Manager
Main activities and responsibilities	Organized supply and sales of computers and computer parts (direct sale and wholesale), in charge of resolving customer complaints, computer hardware and software support, devised marketing strategies and designed marketing material (full page ads, business cards, flyers, brochures).
Name and address of employer	Tehnomarket d.o.o., Dzordza Vasingtona 9, 11000 Belgrade, Serbia
Type of business or sector	IT – Commerce
Dates	<i>December 2001 – February 2003</i>
Occupation or position held	Branch Manager
Main activities and responsibilities	Organized supply and sales of computers and computer parts (direct sale, wholesale, import), organized computer systems assembly, in charge of resolving customer complaints, computer hardware and software support, devised marketing strategies and designed marketing material (full page ads, business cards, flyers, brochures).
Name and address of employer	MPM Group, Belgrade
Type of business or sector	IT – Commerce
Dates	<i>January 1999 – December 2001</i>
Occupation or position held	Manager
Main activities and responsibilities	Responsibilities included: organization of wholesale and direct sell operations, organization of production work-flow, resolving customer complaints, computer hardware and software support, site development and design
Name and address of employer	Exit Production, Belgrade
Type of business or sector	IT – Software
Dates	<i>January 1998 – January 1999</i>
Occupation or position held	Webmaster
Main activities and responsibilities	Designed and managed various websites, negotiated deals with Internet providers in Yugoslavia.
Name and address of employer	YU B&T Internet Center, Belgrade
Type of business or sector	IT – Internet

Education and training

Dates	September 2007–July 2011
Title of qualification awarded	BSc
Principal subjects/occupational skills covered	Media and Film
Name and type of organisation providing education and training	DAMS, Lettere e Filosofia, University of Bologna, Italy
Dates	1994–1997
Title of qualification awarded	BSc (not completed)
Principal subjects/occupational skills covered	Major: Applied Physics
Name and type of organisation providing education and training	Faculty of Physics, Belgrade University

Personal skills and competences																																																													
Mother tongue(s)	Serbian, Croatian																																																												
Other language(s)																																																													
Self-assessment																																																													
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	(*) Common European Framework of Reference for Languages																																																												
Social skills and competences	Good communication skills, good with teamwork and team building, quickly adapting to multicultural working environment, quick learner.																																																												
Organizational skills and competences	Project writing and management experience with strong leadership abilities, great problem-solving skills, event organization and logistics, media management and PR. Passion for troubleshooting and efficiency. Good multitasker.																																																												
Technical skills and competences	Platforms: Windows 2000, XP, Windows 7, Linux (RedHat, SuSE, CentOS) CMS and databases: Joomla, Wordpress, MySQL, SQL Server, MS Access Programming languages and coding: HTML, CSS, XML, JavaScript, PHP, Java (Android) Software: MS Office, Adobe Photoshop, Adobe Illustrator, Adobe Indesign, Adobe Dreamweaver, Good command of usability techniques, experience in project and business plan writing.																																																												
Computer skills and competences	Use of Office software, strong PC hardware abilities (maintenance, troubleshooting, repair, assembly), networking, TCP/IP & Internet, WiFi.																																																												
Other skills and competences	Member of international travelling sites Couchsurfing.com and Hospitalityclub.org. Photography, music (guitar, bass, piano) and videomaking are my hobbies.																																																												
Driving licence	International driving licence (automatic and manual transmission)																																																												
Additional information	References furnished upon request.																																																												