



TANJA MATIJEVIĆ

Mytilene, Lesvos, Greece
Novi Sad, Serbia

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PROJECT MANAGER

Articulate and strategic minded project manager with solid education and experience in scientific research, including social and environmental impact assessment, sustainable development, environmental protection and waste management. Legally able to work within EU countries as a holder of a Hungarian citizenship and passport.

Areas of Expertise

- Project Plan Development
- Waste Management Processes
- Health, Safety and Environment Management
- ISO 9001 and 14001
- Risk Analysis and Management
- Environmental Impact Assessment
- Environmental Protection
- H&S Training Management
- Strategic Planning/Analysis
- Digital Marketing
- Community/Social Performance
- Voluntary and humanitarian work

Key Skills

- ▶ **Project Management:** Highly organized with combination of scientific and business expertise to guide project planning and implementation. Ability to meet organizational goals within team driven and self-guided roles.
- ▶ **Team Work and Relationship Development:** Strong interpersonal talents contributing to successful collaboration with audiences of diverse background. Effectively communicates with individuals at all levels to develop lasting partnerships with internal and external stakeholders.

Professional Experience

INTERNATIONAL RESCUE COMMITTEE, LESVOS, GREECE

2020 – 2022

ENVIRONMENT AND HEALTH OFFICER IN MORIA / MAVROVOUNI REFUGEE CAMP

- Design project for improvement of life conditions for beneficiaries
- Monitoring of Environmental and Health activities and procedures
- Design hygiene promotion programs
- Train staff and community volunteers on environmental and health promotions
- Enhance communication with beneficiaries and other level of camp structure
- Ensure the basic standards of environmental and health are maintained

SEA WORLD KOS, IKOS ARIA 5 STAR RESORT, KOS, GREECE

2019 – 2019

OFFICE MANAGER AND SCUBA DIVING INSTRUCTOR

- Management of safety and health of the clients
- Documents and data management
- Make sure that we offer the product with best service – team, office, equipment, environment, attitude, knowledge.
- Organize and manage team daily obligations.
- Organize and facilitate team meetings
- Teaching scuba diving.

MOVEMENT ON THE GROUND, LESVOS, GREECE

2017 – 2019

HEAD COORDINATOR FOR SPORTS FOR REFUGEE CHILDREN 4 – 18 YEARS OLD

- Run all sport activities for children from 4 – 18 years old for Kara Tepe refugee camp, Moria refugee camp (unaccompanied minors) and for local kids from Moria village, Lesvos Island.

- Transfer all necessary knowledge, experience and information about FutbolNET methodology to program coordinators and coaches through meetings, workshops and everyday work.
- Build bridges between refugee and hosting communities by organizing events and mix sessions.
- Support program coordinators responsible for three sport programs (Kara Tepe, Moria unaccompanied minors and Moria village Greek program)
- Review biographies and held interviews with a potential coordinators and coaches.
- Organize and facilitate team meetings; Invent, suggest and organize events.
- Communication with all involved parties – Moria camp management, Municipality, Sport public office, village presidents, Barcelona foundation, NGOs.
- Communication with contractors and other NGOs
- Providing Yearly Plans for a team, Goals and Targets for the team.
- Communication with Holland office.
- Participation of Yearly budget creation with project manager.

RIO TINTO, BELGRADE, SERBIA

2011 – 2016

HEALTH, SAFETY, ENVIRONMENTAL, COMMUNITY, QUALITY (HSECQ) MID-MANAGER AND FIELD OFFICER

- Accountable for the design, execution and monitoring of HSECQ company standards; conducting audits to ensure compliance with ISO 9000, ISO 14000, OHSAS and relevant legal requirements
- Supporting engagement with certification bodies and ensuring ISO compliance
- Monitoring and auditing performance on project to identify non-compliances or opportunity for improvement
- Ensuring that HSECQ plan are supported and aligned at all level of organization (employees, contractors and sub-contractors) and that HSECQ standards are integrated into planning and executed at the project - HSE leadership
- In charge of developing and organizing HSECQ trainings and workshops to ensure team's awareness of HSECQ standards
- Managed contractors and on-site activities related to HSECQ at various company locations
- Liaised with local level stakeholders, including local authorities and community based organizations (CBOs) in order to develop partnerships focused on social performance and sustainable development goals
- Developing and Reviewing Project Risk Register and management plans.

AGGIO, NOVI SAD, SERBIA

2009 – 2010

PROJECT COORDINATOR

- Coordinated research and field work for multiple projects related to renewable energy sources and waste management practices.
- Maintained communication with partners to deliver environmental state-of-art projects, combining policy and practice.

UNIVERSITY OF NOVI SAD, NOVI SAD, SERBIA

2007 – 2009

PROJECT ASSISTANT

- Conducted research and field work for projects regulating mosquito abundance in local communities including monitoring of mosquito populations from both environmental and social health perspective.
- Contributed to scientific paper: Species Composition and Seasonal Dynamics of Mosquitos (Diptera: Culicidae) in flooded areas of Vojvodina, Serbia.

HOTEL "PARK" SPA CENTRE, NOVI SAD, SERBIA

2006 – 2007

RECEPTIONIST

- Responsible for day-to- day hotel reservation, contact with customers and organization of staff schedules.

VODAVODA, MIONICA, SERBIA

2005 – 2005

PROJECT ASSOCIATE

- Performed technical field work for the project focusing on biological treatment of waste water.

UNIVERSITY OF NOVI SAD, NOVI SAD, SERBIA

2003 – 2005

PROJECT ASSISTANT

- Created curricula and facilitated education activities for elementary school pupils.
- Promoted ecotourism concept in the Mionica district.

Education, Training & Certification

Master of Science (MSc), Environmental Research

UNIVERSITY OF AEGEAN | Lesvos Island, Greece | Projected November 2016

Dissertation topic: Marine Debris in the Coastal Environment of Lesvos Island after refugee crises, Greece - Sources, Consequences and Prevention Measures

Bachelor of Science (BSc), Ecology and Environment Protection

UNIVERSITY OF NOVI SAD | Novi Sad, Serbia | 2008

Final dissertation: Mosquito (Diptera, Culicidae) Population Dynamics in Vojvodina Province

EU Project Writing, Obuke i Kursevi, Serbia (online live)

Digital Marketing Manager, Obuke i Kursevi, Serbia (online live)

Municipal Solid Waste Management in Developing Countries, EPFL (École polytechnique fédérale de Lausanne) (online)

ISO 9001, ISO 14001 and OHSAS 18001-Internal Auditor Training- Integrated Management System, Serbia

HACCP Team Leader, Good Hygiene Practices (GHP), Good Manufacturing Practices (GMP), Serbia

Training for leaders of volunteers camps, Croatia

Writing a Project Proposal, I-Academy, Serbia

PADI Scuba Diving Instructor, Egypt and Greece

Languages: Serbian (native)

Self-assessment

European level (*)

English

Hungarian

Greek

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C1	Proficient user
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B2	Intermediate	B2	Intermediate	B2	Intermediate	B2	Intermediate	B1	Intermediate

(*) Common European Framework of Reference for Languages