

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **DRAGANIC JASNA**
Address **LJUBLJANSKA 2 A, SARAJEVO 71000, BOSNIA AND HERZEGOVINA**
Telephone **++ 387 33 713 130 and 713 110 (business) ++ 387 33 642 082 (home)**
Fax **++ 387 33 713 130 and 713 110 (business)**
E-mail **djasna@rec.org.ba**
Nationality **Bosnia and Herzegovina**
Date of birth **17TH OCTOBER 1962**

WORK EXPERIENCE

- Dates (from – to) 2007 - today
- Name and address of employer The Regional Environmental Center for Central and Eastern Europe – Country Office for Bosnia and Herzegovina (BiH), Dervisa Numica 6, 71000 Sarajevo, BiH
- Occupation or position held Country Office Director
- Main activities and responsibilities Managing 3 REC Offices in BiH (organizational and HR management), Financial Management and Fundraising, Country Office Representation, Project Management, Provision of Information Services to the Stakeholders

- Dates (from – to) 2001 - 2007
- Name and address of employer The Regional Environmental Center for Central and Eastern Europe – Country Office for Bosnia and Herzegovina (BiH), Dervisa Numica 6, 71000 Sarajevo, BiH
- Occupation or position held Senior Project Manager/Project Manager
- Main activities and responsibilities Project proposals preparation (including project budget) and fundraising, local and regional projects managing and monitoring. Strengthening the cooperation with governmental institutions, NGOs, business sector, international organizations and other stakeholders. Organization and participation in the conferences, workshops, training and other events. Participation in preparation of promotion materials (bulletins, publications, pamphlets, etc.)

- Dates (from – to) 1997-2000
- Name and address of employer Gateway West Management Corporation, Calgary, Canada
- Occupation or position held Office Manager
- Main activities and responsibilities Managing the administration (lists of the vacancies, rents, deposits and receipt journal forms)

- Dates (from – to) 1996-1997
- Name and address of employer Conference of Mennonites in Canada, Winnipeg, Canada
- Occupation or position held Office Assistant
- Main activities and responsibilities Performing general office duties (typing, filing, photocopying, faxing, sorting and distributing mail etc.)

- Dates (from – to) 1996
- Name and address of employer Victor Mager Elementary School, Winnipeg, Calgary
- Occupation or position held Classroom Assistant (Volunteer)

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• Main activities and responsibilities

• Dates (from – to)

• Name and address of employer

• Occupation or position held

• Main activities and responsibilities

Directing students through routine assignments in reading, writing and mathematics

1988-1995

University of Sarajevo – Faculty of Agriculture, Sarajevo, BiH

Meteorology Instructor and Research Assistant

Teaching meteorology course and conducting experiments in the fields

EDUCATION AND TRAINING

• Dates

• Name and type of organization providing education and training

• Title of qualification awarded

1982-1987

University of Sarajevo – Faculty of Agriculture, BiH

B.Sc. in Agriculture

• Dates

• Name and type of organization providing education and training

• Title of qualification awarded

2004

“Ramboll Natura AB”, Stocholm and Malmo, Sweden

Certificate for the Advanced International Training Programme on EIA for South Eastern Europe

• Dates

• Name and type of organization providing education and training

• Title of qualification awarded

2000-2001

“The Career College” – Calgary, Canada

Certificate for the Business Office Skills Program

• Dates

• Name and type of organization providing education and training

• Title of qualification awarded

1999

“Calgary Catholic Immigration Society” – Calgary, Canada

Certificate for the Computer Training for Employment

• Dates

• Name and type of organization providing education and training

• Title of qualification awarded

1997-1998

“Viscount Bennett Center” – Calgary, Canada

Certificate for ESL Program

• Dates

• Name and type of organization providing education and training

• Title of qualification awarded

1996-1997

“Sir William Osler High School” – Winnipeg, Canada

Certificate for ESL Program

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

Bosnian

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

English
excellent
excellent
excellent

- Reading skills
- Writing skills

Croatian
excellent
excellent

• Verbal skills excellent

- Reading skills excellent
- Writing skills excellent
- Verbal skills excellent

**SOCIAL SKILLS
AND COMPETENCES**

Team work, intercultural skills, living and working with other people in multicultural environments, communication skills

**ORGANIZATIONAL SKILLS
AND COMPETENCES**

Good organizational skills in every day duties, implementation of the projects, as well as in organizing the number of training, seminars, conferences etc.

**TECHNICAL SKILLS
AND COMPETENCES**

Computer literate: Windows 95, MS Office 97 (Word, Excel; Access, PowerPoint), Corel WordPerfect 8, Lotus 1-2-3 Smart Suite '97,

**OTHER SKILLS
AND COMPETENCES**

Public relations, translating and interpreting, excellent communication skills

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ADDITIONAL INFORMATION

Publications

- The Manual for development of Local Environmental Action Plans (under the Cross-border LEAPs project), June 2006
- Manual for Environmental NGOs – Project Proposal Writing, June 2005
- "Basic Considerations for Environmental Approximation for Business Sector in Bosnia and Herzegovina", December 2003
- "Environmental Communication Tools", November 2003
- "Basic Considerations for Environmental Approximation for NGO Sector in Bosnia and Herzegovina", June 2003
- The "Manual on Necessary Environmental Approximation to EU Environmental Legislation for Bosnia-Herzegovina", April 2002
- Articles for the local language REC CO B&H Bulletin, 2001- Present.

Specific experience in the region:

Serbia:

- May, 2002, Belgrade – REReP 1.9 First Steering Committee Meeting "Capacity Building for EU Approximation in SEE"
- April, 2006, Belgrade - SIDA – LEAP Regional Conference
- April, 2006, Tara – training on LEAP development within Cross-border LEAPs project
- June, 2007, Becej - SIDA – LEAP Final Regional Conference
- April 2008, Tara – Final Conference, Cross-border LEAPs –Environmental Planning for Peace and Stability
- October 2009, Tara – Education for Sustainable Development in Western Balkans – Planning Meeting

Montenegro:

- September 2009, Budva - Cross Border Environmental Cooperation in Drina River Basin

Hungary:

- August 2003, Szentendre – REReP 1.10 Round Table – "Hazardous Waste Management"
- September 2005, Budapest - SEARCH – School Environment and Respiratory Health of Children
- October 2006, Szentendre – SECTOR WS (Support to environmental civil society organizations in SEE)

Croatia:

- November, 2001, Opatija – REReP 1.8 WS "Development of national environmental information systems"

Macedonia:

- May, 2004, Mavrovo - "Agriculture and Biodiversity – Challenges of Today and Tomorrow in SEE"
- October 2005, Ohrid – SIDA – LEAP Regional Conference

Bulgaria:

- November, 2002, Sofia – REReP 1.9 Second Steering Committee Meeting "Capacity Building for EU Approximation in SEE"
- June, 2003, Sofia – REReP 1.8 WS "Development of national environmental information systems"



Bosnia and Herzegovina:

- October 2001, Sarajevo - WS "Participation of NGOs in Danube River Basin Management Plan"
- December 2001, Fojnica - REReP 2.3 WS "Promoting networking and cooperation of environmental NGOs: Establishment of electronic computer network on national and regional level"
- April 2002, Teslić - III WS NEAP for BiH
- April 2002, Laktasi - WS Capacity Building of NGOs in BiH
- June 2002, Sarajevo, Banja Luka, Mostar - REReP 1.9 "Capacity Building for EU Approximation" Promotions of the Manual
- July 2002, Zenica -IV WS NEAP for BiH
- October 2002, Teslić - WS on UNEP Multilateral Environmental Agreements
- October 2002, Karaozok - REReP 4.3.23 WS on Environmental Agriculture: Challenges and Opportunities
- October 2002, Sarajevo - REReP 1.4 WS "EIA Capacity Building in SEE"
- December 2002, Jahorina - REReP 1.3 Second Meeting of Senior Officials and Legal Experts
- February 2003, Sarajevo - NGOs/BiH Officials Round Table
- June 2003, Sarajevo - REReP 4.3.23 Planning Meeting "Promotion of networks and exchanges in countries of South East Europe"
- 2002 - 2003 Sarajevo, Banja Luka - Environmental Steering Committee for BiH meetings
- July 2003, Sarajevo - REReP 1.4 "EIA Capacity Building in SEE" - Second National Training for B&H EIA Practitioners WS
- December 2003, Zenica REReP 1.7 BERECEN Training on Environmental Inspection
- March 2004, Sarajevo - CARDS - IPPC Training
- June 2004, Banja Luka, Sarajevo - CARDS - Legal WS (IPPC, EIA and Aarhus Convention)
- July 2004, Sarajevo, Maglaj, Živinice, Doboj, Sanski Most, Prijedor - SIDA - LEAP Training
- September 2004, Mostar, Zenica, Brcko, Prijedor, Doboj, Livno - CARDS 2002 - Communication Skills WSs
- December 2004, Banja Luka - CARDS - EIA WS
- March 2005, Neum - CARDS - PCM WS
- March 2005, Banja Luka, Tuzla, Zenica, Mostar, Sarajevo - CARDS - Environmental Briefings
- April 2005, Bjelasnica - SIDA - LEAP Regional Conference
- May/June 2005, Bjelasnica - WB - SEA for Protected areas
- June 2005, Jahorina - CARDS - CBA WS
- December 2005 - May 2008, Cross-border LEAPs - Environmental Planning for Peace and Stability
- December 2005 - June 2007, The Wastewater Treatment with Non-Conventional Technologies in the Municipality Mostar Bosnia & Herzegovina
- January 2007 - December 2007, Support to the Public Regional Communal Service Company, municipals' public communal service companies and four municipalities in BiH (Jajce, Donji Vakuf, Bugojno and Gornji Vakuf-Uskoplje)
- January 2007 - December 2007, Public awareness campaign on waste treatment for US Canton
- March 2007 - August 2008, Setting-up instruments for sustainable cleaning of the solid waste in the Drina river basin
- April 2006 - April 2010, SECTOR (Support to environmental civil society organizations in SEE)
- Nov 2007 - Nov 2010, LEAP for Sustainability in SEE
- Dec 2007 - Dec 2009, Green Pack in Western Balkans: Supporting Education for Sustainable Development
- Nov 2008 - 1st Ministerial Conference "Combating Climate Change in SEE"
- Feb 2009 - National WS in Sarajevo, Priority Environmental Investment Projects
- May 2009 - REReP Regional Meeting "Towards NATURA 2000 in SEE"
- June 2009 - Regional Meeting for Senior Officials from SEE and Donor's Community - PEIP

Key Qualification:



Environmental cooperation with neighbouring countries
Cooperation and dialogue
Capacity-building and technical support
Communications and the civil society
Publications (editing, layout, translation, printing, dissemination)
Press and media relations
Organization of conferences and events
Public relations and promotion
Sustainable development
Environmental reporting
Training and education
Environmental projects/programmes
Environmental project monitoring
Environmental programmes' evaluation
Capacity-building and technical support
Development and maintenance of information systems

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Jasna Draganić