

PERSONAL INFORMATION

Ana Babić, MBA



 Brca 18, Rijeka 51000, Croatia

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 ana.babic@efri.hr

Sex Female | Date of birth 21/07/1976 | Nationality croatian

WORK EXPERIENCE

10/2015 -

Faculty of Economics, University of Rijeka
Assistant Professor in Business Communication, Informatics, Data Organization and Analysis and Database

- Preparation, Conduct and Evaluation of exercises, seminars and related activities
- Paperwork
- Consultation and individual instruction

Faculty of Economics, University of Rijeka
Officer in charge of Postgraduate Studies

04/2015 – 09/2015

- Coordinating enrollment
- Record-keeping for student exams
- Drafting contracts, orders and other necessary documents
- Participating at the Commission's meetings
- Preparing thesis defense protocol

Faculty of Economics, University of Rijeka
Research Assistant in Lifelong Learning and Marketing

11/2011 – 10/2015

- Promoting lifelong learning program
- Coordinating accreditation process
- Contacting potential participants
- Producing promotional material
- Editing/updating Lifelong Learning Website
- Creating Lifelong Learning Newsletters
- Paperwork (collection tracking, making calculations, preparing contracts and invoices)

Additional activities

- ECDL Test Center Coordinator
- Teaching and examining at the ECDL Test Center
- Writing scientific articles and participating at scientific conferences
- Member of the Organizing Committee for the implementation of European projects and conferences organized by the Faculty of Economics, University of Rijeka
- Coordinating the application, implementation and reporting on European projects

Uniq J.s.c.,
Senior Agent

10/1999 - 06/2002

- Selling life and non-life insurance
- Contacting potential buyers
- Initiating meetings and writing letters of intent
- Creating product packages for large customers

10/1999 - 06/2002

- Drafting and managing insurance policies
- Monitoring policy expiration dates and updating the portfolio
- Establishing new dislocated branches
- Calculating statistical indicators and preparing course presentations
- Training new employees
- Applied Econometrics

BM Ltd. Stari grad Foreign Exchange, Rijeka
Counter Clerk

04/2010 – 11/2010

- Processing cash transactions
- Preparing the required documents for bank
- Monitoring the capital market and foreign exchange market
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Ri plus Ltd., Marketing and PR Agency, Rijeka
Sales Manager

01/2007 – 04/2009

- Contacting potential clients
- Market segmentation and activity planning
- Monitoring competitors
- Media buying services at the national level
- Administering changes
- Drafting contracts, internal orders, invoicing, billing and tracking
- Direct communication with clients and media companies

Banknote Ltd. , Andrea Foreign Exchange, Rijeka
Counter Clerk

10/1999 – 06/2002

- Processing cash transactions
- Preparing the required documents for bank
- Monitoring the capital market and foreign exchange market
- Processing cash transfers between branches
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Student jobs

2012. – 2015.

- Working abroad (Switzerland), gastronomy

2000. – 2006.

- Genesis Ltd, Rijeka, bookkeeping

1996. – 1999.

- First Building Savings Society, agent

1993. – 1996.

- Working abroad (Austria), horticulture

EDUCATION AND TRAINING

- Master's degree in Marketing Management, postgraduate study, Faculty of Economics, Rijeka
- University degree in Management, Faculty of Economics, Rijeka
- Two-year degree in Entrepreneurship Economics, Faculty of Economics, Rijeka
- Graduated from the High School of Economics, Rijeka

Mother tongue(s) Croatian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English language	C1	C1	C1	C1	C1
German language	B1	B1	B1	B1	B1

Communication skills	<ul style="list-style-type: none"> - Conduct sales talks and conclude the sale, Business Excellence Academy, Zagreb, Croatia - Sales planning and management of the sales territory, Business Excellence Academy, Zagreb, Croatia
Digital competence	<ul style="list-style-type: none"> - ECDL start program - ECDL expert - Web dizajn - HTML - Adobe - Java - Online marketing
Driving licence	B

ADDITIONAL INFORMATION

Projects	<ul style="list-style-type: none"> - ENTER YOUTH, IPA (2007 - 2013): strengthening entrepreneurial competencies, project coordinator - NALED – National Alliance for Local Economic Development – certification of cities with favorable business environment, team member
Seminars	<ul style="list-style-type: none"> - Seminar on Entrepreneurship, Faculty of Economics, University of Rijeka, Croatia - Conducting sales talks and concluding a sale, Business Excellence Academy, Zagreb, Croatia - Sales Planning and Sales Territory Management, Business Excellence Academy, Zagreb, Croatia - ECDL Advanced, University Computing Centre (SRCE), Zagreb, Croatia - Teaching competencies in higher education : Learning and teaching , Faculty of Humanities and Social Sciences, University of Rijeka - Congress tourism, Opatija, Faculty of Tourism and Hospitality Management, Opatija, Croatia

Publications

- Čapko, Z., Vukmirovic, S. Babic, A. ICT AND CERTIFICATION AS Factors Influencing DEVELOPMENT OF INTELLIGENT CITIES ON CLOUD COMPUTING STRATEGY, 3rd International Scientific Symposium "Economy of eastern Croatian - vision and development" / Mašek Tonković A. (ed.). - Osijek: Faculty of Economics in Osijek, 2014. Str. 235-244.
- Vukmirovic, S., Čapko, Z., Babić, A., Geometric programming and designing of mental models on the example of strategic thinking synergies between competition and cooperation, MIPRO 2015 38th International Convention Proceedings / Biljanović, Peter (ed.) . - Opatija: Croatian Society for Information and Communication Technology, Electronics and Microelectronics - MIPRO, 2015, p. 1009-1015.
- Babic, A., Vukmirovic, S., Čapko, Z., Role of Information and Communication Technology and lifelong learning for employees in public administration, the 4th International Symposium "Economy of eastern Croatian - vision and development" / Mašek Tonković A. (ed.). - Osijek: Faculty of Economics in Osijek, 2015 Str. 222-231.
- Babic, A., Vukmirovic, S., Čapko, Z., Using Web Applications in Education, 39th international convention on information and communication technology, electronics and microelectronics MIPRO
- A member of the organizing committee for the implementation of European projects and Jean Monnet conference organized by the Faculty of Economics, University of Rijeka
Member of the Executive Board and president of the Club women hang UBH ring.

Members

- Member of the Organizing Committee for the implementation of European projects and Jean Monnet conferences organized by the Faculty of Economics, University of Rijeka
- Member of the Executive Board and President at the UBH Prsten Association.