



Euro pass Curriculum Vitae

Personal information

First name / Surname **NINA GRGURIĆ ČOP**
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Nationality Croatian

Date of birth September 19th 1990

Gender Female

Work experience

March 2018 – present

Rijeka Faculty of Economics

Teaching and Research Assistant at the Department of Marketing

- Assisting in research, delivery of classes and grading student performance in the courses (undergraduate and graduate level): Marketing, Marketing (in English), Brand Management and Promotion

September 2017 – March 2018

Cordis d.o.o. Rijeka

- Estate management – preparing contracts, insuring and finances of the apartment buildings
- Organizing, filling up, developing, correcting and expanding database of national informatic system for energy management for eight municipalities and cities
- Signing up at different public calls in order to finance energy efficient renovation through European regional development fund for apartment buildings and public buildings
- Organizing cleaning up of the apartment buildings and offices
- Coordinating well cooperation with municipalities and counties, construction workers and others involved in the process of the energetic efficient renovation
- Selling estate management services, development of ISGE system and project management
- Administrative and human resources work

March 2015 – March 2016

Senior associate for development projects at the Municipality of Matulji, professional training

- Tracking national and regional public calls
- Preparing projects and signing up to public calls mostly related to energy efficiency and renewable sources of energy
- Organizing, filling up, developing, correcting and expanding database of national informatic system for energy management for Municipality of Matulji
- engagement in preparing and implementing programs co-financing interests to entrepreneurs of the Municipality of Matulji, programs supporting agriculture, program *Green energy in my home*
- cooperation with development agencies and associations (LAG Terra Liburna, Porin; Rea Kvarner, Cezar...)

August 2012 – April 2013

Swimming coach at Primorje swimming club

- developing and improving the technical and physical skills of swimming
- providing personal and social development for lifetime skills
- providing a fun and enjoyable environment
- orienting kids and young people to competition

September 2011 – April 2012

Call Agent at T-HT call center

- Obtaining client information by answering telephone calls
- Informing clients by explaining procedures, answering questions, providing information
- Maintaining communication equipment by reporting problems
- Maintaining and improving quality results by adhering to standards and guidelines, recommending improved procedures
- Updating job knowledge by studying new product descriptions and participating in educational opportunities

Education and training

Dates	2018
Name and type of organization providing education and training	Public procurement Certificate Ministry of Economy, entrepreneurship and crafts
Dates	2017
Name and type of organization providing education and training	Public procurement training Rijeka Faculty of Economics
Dates	2016
Name and type of organization providing education and training	Online marketing program Rijeka Faculty of Economics
Dates	2015
Name and type of organization providing education and training	Program „Jačanje ljudskih potencijala na lokalnoj i područnoj (regionalnoj) razini za učinkovitu pripremu i korištenje fondova Europske unije" Primorje -Gorski Kotar County, Department of regional development, infrastructure and project management
Dates	2012 – 2014
Title of qualification awarded	Master of Economics
Name and type of organization providing education and training	University of Rijeka, Faculty of Economics, Rijeka, Croatia
Dates	2009 – 2012
Title of qualification awarded	Bachelor Degree in Business
Name and type of organization providing education and training	University of Rijeka, Faculty of Economics, Rijeka, Croatia
Dates	2005 – 2009 High School
Name and type of organization	High School Prva hrvatska rijecka gimnazija, Rijeka, Croatia

Personal skills and competences

Mother tongue **Croatian**

Other language(s)

Self-assessment

European level

English

Italian

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user
A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user

Social skills and competences Being a highly motivated person, willing to constantly learn and upgrade my social skills and general knowledge, I would describe myself as a team player with a quality of working under any kind of command in chain and individually. On the other hand, I do not have any problem with leading a team of three to five people, organizing and distributing tasks. I am able to work under the pressure of deadlines, always foreseeing upcoming tasks and needed solutions. My superiors, professors and colleagues always asserted my presentation skills and related PowerPoint slideshows.

Computer skills and competences Microsoft Windows, MS office, ISGE system

Other skills and competences 1997-2005 Trained swimming at Primorje swimming club
2008-2010 Member of Youth Council at Jelenje municipality
2006-2009 Volunteer of the Association for Civil Society Development Smart
2015 – present Member of the School Board at the Jelenje – Dražice Primary school
2017 – present President of the Board for the strategic development, projects and EU funds of the Municipality of Jelenje

Driving license B category driving license