

PERSONAL INFORMATION



Marinela Šumanjski

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📅 **Date of birth** 21/03/1986 | **Nationality** Serbian

WORK EXPERIENCE

2012 - PRESENT

Training Manager and Project Coordinator

South East European Youth Network (SEEYN) Skenderpasina 1, 71000 Sarajevo, Bosnia and Herzegovina (www.seeyn.org)

- Preparation of need assessment of SEEYN member organizations for capacity building activities
- Planning and implementing the SEEYN annual educational activity plan
- Project coordinator and fundraiser - preparation, implementation and evaluation of educational projects (mainly EU funded projects, majority under Erasmus + or ex Youth in Action)
- Designing the educational/training programs for the Network
- Organizing international and national seminars, trainings, conferences and workshops
- Preparation of the financial offers and develop marketing strategy for Training services
- Establishing, developing and ensuring functioning of the SEEYN pool of trainers team (SEEYN Pool of Trainers)
- Responsible for Human Resource Management in SEEYN PoT containing 40 engaged international experts
- Preparing reports towards the donors of project activities (both narrative and financial)
- Preparing summary of evaluation for each SEEYN activity
- Developing/controlling implementation of the SEEYN Training and Education Policy
- Developing and strengthening reliable partnerships and clients
- Representing SEEYN at different international meetings and events

Non-Governmental Youth organization/Network of Youth organizations from SEE region

2008 – 2012

Coordinator of Youth Programs**Vojvodina Environmental Movement (VEM) Mitropolita Stratimirovića 5, 21205 Sremski Karlovci, Serbia**

- Coordinator of daily youth activities of the organization
- Everyday direct work with various users with priority to youth
- Responsible for communication with national, local and international partners
- Creator and coordinator of the international, national and local projects
- Trainer on international and local seminars and courses for young people
- Coordinator of the Youth Club and Voluntary Service activities
- Coordinator of European Voluntary Service (EVS) projects
- Responsible for PR and promotional activities
- Responsible for Financial and Written Report
- Assistant of the Vice-president of the organization
- Leader of the international and local youth exchanges
- Leader of the local and international voluntary activities/camps/programs
- Organizer and coordinator of events of the organization
- Designer of promo material and web site editor (in Serbian and English)
- Interpreter and translator of all the project and organization's documents in English and Spanish
- Coordination of the maintenance of the facilities and resources of Eco Centre Radulovacki (Youth Training Hostel in ownership of the organization)
- Member of Steering Board of SEEYN (South East European Youth Network)

Non-Governmental organization/Umbrella organization for North region of Serbia

2010 - 2011

EVS Volunteer - Coordinator of Youth International Programs**“Imagina – youth house/casa de la juventud” - City hall of Alcobendas (Madrid) C/Ruperto Chapi 18, 28100 Alcobendas (Madrid), Spain (www.imaginalcobendas.org)**

- Promoting and providing international programmes to youth in English and Spanish language (majority Youth in Action program, now Erasmus +)
- Attracting public attention and giving advices about international programmes, intercampus working and voluntary services
- Project assistant for European Union Programmes projects
- Organizing and running various workshops and events for young people
- Responsible for Financial and Written Report
- Improving language abilities of young people and knowledge about other cultures
- Increasing the number of international partners for active involvement in programs/projects
- Organizing abroad activities and help in job/volunteering search for opportunities in foreign countries
- Coordinating local organizations which participate in international programmes
- Customer service with young people about different topics concerning international activities
- Translating various documents in English, Spanish and Serbian

Municipality Youth Institution of Alcobendas - Office for International Programs

EDUCATION

2005 – 2010 **Bachelor of Journalism and Media**

University of Novi Sad , Faculty of Philosophy - Department for Media Studies
 *Worked in 4 types of media (radio, tv, newspaper and internet) as an Intern

2002 - 2005 **Language and Social Sciences (main language: English)**

Secondary Bilingual School for philology, language studies and social science Karlovci
 Gymnasium "Karlovačka Gimnazija" - Department for Modern Languages

PERSONAL SKILLS

Mother tongue(s) Serbian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Proficient	Proficient	Proficient	Proficient	Proficient
Spanish	Independent	Independent	Independent	Independent	Independent
Turkish	Enter level	Enter level	Enter level	Enter level	Enter level
French	Basic	Basic	Basic	Basic	Basic
	Enter level	Enter level	Enter level	Enter level	Enter level

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- excellent communication skills gained through my experience as youth worker and trainer, in work with many international and national users/customers and through daily communication with partners
- wide experience in communication within international and national teams in role of leader and part of the team
- fluent communication in foreign languages
- ability to translate and interpret to 2 foreign languages

Organisational/managerial skills

- leadership and human resources management skills (currently responsible for managing the Pool of Trainers with team of 40 international experts)
- successfully organizing and implementing Workshops, Courses and various Events;
- project and budget management skills
- experienced in creating, organizing and conducting the trainings and seminars in international and local environment

Job-related skills

- 6 years of experience in the Erasmus + (ex Youth in Action) programme activities and projects
- wide experience in developing, organizing and running workshops, trainings, seminars, conferences in the role of trainer, facilitator and organizer
- 4 years of experience in position of Training Manager of Regional Network
- strong communication and team work abilities, as well as commitment to perform the given tasks
- deep understanding of the non-formal education concepts and methodology and learning processes
- went through different educational activities to build my own capacities as trainer

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent	Proficient	Proficient	Independent	Independent

Levels: Basic user - Independent user - Proficient user

- excellent command in Windows 98/2000/XP/7/8, Microsoft Office software (Word, Excel, Outlook, Power Point, Publisher); Internet programmes and high level of general Internet usage and browsing;
- experience and good knowledge of drawing, illustration, designing and promotion software (Photoshop; Inkscape, Adobe Illustrator and different video and photo software)

Other skills ▪ digital illustration and design

Driving licence B category

ADDITIONAL INFORMATION

- Publications Types of trainings and workshops developed and conducted on local, national and international level:
- Presentations - Leader Training Seminar
- Projects - Discrimination, Stereotypes, Interculturality and Tolerance
- Conferences - Working with young people with fewer possibilities
- Seminars - Local and international voluntary management
- Honours and awards - Volunteering infrastructure
- Memberships - Volunteering values and principles
- References - European Volunteering Service
- Citations - International volunteering activities
- Courses - Youth activism and youth work
- Certifications - Project management
- Creativity in non-formal education
- Training for trainers
- Youth in South East Europe Region
- Human rights education

Participated in relevant trainings and programs:
 - Training for trainers of South East European Youth Network (2009)
 Domagoj Kovacic: domagoj@seeyn.org
 - Training for Trainers for youth in Council of Europe (2015 – 2016)
 Zara Lavchyan: zara.lavchyan@gmail.com

Additional trainings:
 - Training course "Voluntary Management"
 - Training course "Leader Training Seminar"
 - Training course "Youth activism"
 - Training Course "Human Rights Education"

Member of SEEYN Pool of trainers since 2010
 Applicant for Council of Europe Pool of Trainers

Author of the article and workshop: "Make yours cultural heritage of BiH" – The handbook on education for cultural heritage for teachers and educators by Foundation Cultural Heritage Without Borders (CHWB), supported by EU.
 Publication on the role of young people in cultural heritage through volunteering.
http://chwb.org/bih/wp-content/uploads/sites/5/2016/03/Prirucnik-Ucini-svojim-kulturno-naslijedje-BiH_sazetak.pdf

ANNEXES

1. Confirmation of implemented trainings for South East European Youth Network