

**EUROPEAN
CURRICULUM VITAE
FORMAT**



PERSONAL INFORMATION

Name **ALABAKOVSKA, NATASHA, M. Sc**
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Fax
E-mail **natasha.eschool@gmail.com**
Nationality **Macedonian**
Date of birth **18.08.1978**

WORK EXPERIENCE

- Dates (from – to) JUNE, 2008 - FROM NOW ON
- Name and address of employer IOM Mission, Skopje
- Type of business or sector IOM is a member of the United Nations Country Team in Macedonia and works closely with the other International organizations like OSCE, ICMPD and the MARRI Regional Center
- Occupation or position held Project Assistant
- Main activities and responsibilities Managing of Migrant Service Centre, Implementation of Economic & Social stabilization Program for Vulnerable Social Groups residing in border communities, Implementation of the Program for Preventing Human Trafficking in Roma Communities trough the Enhancement of Labor Skills

- Dates (from – to) SEPTEMBER, 2007 - FEBRUARY, 2009
- Name and address of employer EAR & Municipality Bitola
- Type of business or sector Project is founded by EU as a part of KARDS Program for cross-border cooperation
- Occupation or position held Team Leader
- Main activities and responsibilities Managing of the project: Emergence and Promotion of Cultural and Tourism Resources of Bitola and Florina

- Dates (from – to) JANUARY, 2007 - JUNE, 2007
- Name and address of employer Macedonian Civic Education Center
Bukureska 91, 1000 Skopje
- Type of business or sector NGO
- Occupation or position held Trainer of Teachers
- Main activities and responsibilities ToolKid Software Trainings for Grade 1-4 Primary School Teachers

- Dates (from – to) JUNE, 2007 - NOVEMBER, 2007
- Name and address of employer Youth Cultural Centre - Bitola & Institute for Sustainable Communities (ISC Macedonia)
- Type of business or sector NGO
- Occupation or position held Project manager
- Main activities and responsibilities Fund raising program - individual and corporative philanthropy

- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- MARCH, 2005 - JUNE, 2005
 Macedonian Civic Education Center
 Bukureska 91, 1000 Skopje
 NGO
 Trainer of Primary School Teachers
 Basic IT Skills Development Trainings to Primary School Teachers - Phase 1
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- OCTOBER, 2005 - JUNE, 2007
 USAID, E-school Project & MoES (Ministry of Education and Science)
 Londonska 11-a, 1000 Skopje
 Primary and Secondary Schools (Innovative use of ICT in education)
 Regional Coordinator for Bitola and Demir Hisar
 Innovative use of ICT in education
 Training of Teachers from Primary and Secondary School
 Monitoring and evaluation
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- October, 2005 – August, 2007
 Primary School "Goce Delchev" - Bitola
 Public School
 Teacher
 Education of children from 1st to 4th grade
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- MAY, 2007
 ISC Macedonia, Project "Volunteer", Implemented by MKC - Bitola
 NGO
 Trainer
 Workshop " Fund raising"
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- FEBRUARY, 2007
 ISC, Project "Volunteer", Implemented by MKC - Bitola
 NGO
 Trainer
 Workshop "LTS"
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- NOVEMBER, 2001-NOVEMBER, 2005
 Agency for Youth and Sport 2002-2005
 UNICEF 2001-2002
 Center for children and youth "Babylon"-Bitola, bb Solunska str, 7000 Bitola, Macedonia
 NGO-Education of children and youth
 Creativity and youth program trainer
 Children: Stimulating creativity work, team work, logic thinking, cooperation, art, music, sport activities...
 Youth program: debate, drama, journalism, organizational management, team work, cooperation, music, sport activities ...
- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- APRIL, 2005-JUNE, 2005
 USAID/Macedonia (implemented by World Learning/Macedonia, Bul. Kliment Ohridski 43 A,
 1st floor, 1000 Skopje, Macedonia)
 Education of teachers from Primary schools (ICT)
 Trainer
 Informational and Communicational Technology (ICT) for teachers from Primary schools:
 Windows, Word, Excel, Power Point, Internet

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
- Occupation or position held
- Main activities and responsibilities

MARCH,2005-JULY, 2005
 Community Development Project, Vasil Glavinov Str, 3-1/1, 1000 Skopje
 Local Contractor/ NGO for Development and Design the Micro Project and Provision of Services under Community Grant for Municipality of Samokov
 Assistant coordinator
 Education of the teachers and pupils: ICT (Word, Excel, Power Point, Internet, using the ICT in educational process, project based learning
 Equip of the Primary School "Braka Miladinovci", Samokov

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
- Occupation or position held
- Main activities and responsibilities

DECEMBER,2004-MAJ, 2005
 Community Development Project, Vasil Glavinov Str, 3-1/1, 1000 Skopje
 Local Contractor/ NGO for Development and Design the Micro Project and Provision of Services under Community Grant for Municipality of Topolcani
 Assistant coordinator
 Education: Team work, cooperation, communication, human rights, project activities
 Equip of the Cultural Society "Mirce Acev", Topolcani

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

SEPTEMBER, 2004
 CARE International Macedonia, Project "REAL Macedonia", Implemented by MKC - Bitola
 NGO
 Trainer
 Workshops " Creativity and intercultural understanding"

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

December, 2003 – September, 2004
 Primary School "Gorgi Sugarev" - Bitola
 Public School
 Teacher
 Education of children from 1st to 4th grade

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

SEPTEMBER, 2002 - JULY, 2003
 PRIMARY SCHOOL "ELPIDA KARAMANDI"-BITOLA
 PUBLIC SCHOOL
 TEACHER
 EDUCATION OF CHILDREN FROM 1ST TO 4TH GRADE

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
 - Level in national classification (if appropriate)

2002-2006
 Institute for Sociological and Political Juridical Research (ISPPi)
 Management Bases, Human Resources Management, Entrepreneurship, Leadership, Management of Changes, Mentoring, Methodology
 Human Resources Management
 Master degree

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
 - Level in national classification (if appropriate)

1997-2001

Pedagogy Faculty-Bitola

(Faculty for Teachers and Preschool Trainers)

Pedagogy, Psychology, English, Computers, Sociology, Philosophy, Educational Management, Methodic of the subjects, Methodology...

Graduate Teacher

VII/1

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
 - Level in national classification (if appropriate)

1993-1997

Gymnasium "Josip Broz Tito" - Bitola

Macedonian Language and Grammar, Pedagogy, Psychology, English Language and Grammar, German Language and Grammar, Computers, Sociology, Philosophy, Mathematics, Physics, Biology, Chemistry, Art, Music, Gym...

Gymnasium

High School

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
 - Level in national classification (if appropriate)

4-7 November, 2005

USAID's E-School Project

Training of Trainers Workshop for Innovative Use of Technology in Primary Schools

Trainer

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
 - Level in national classification (if appropriate)

March , 2001

UNICEF

Methodology

Children and Youth Trainer

PERSONAL SKILLS AND COMPETENCES

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE

MACEDONIAN

OTHER LANGUAGES

SERBO-CROATIAN

- Reading skills
- Writing skills
- Verbal skills

EXCELLENT

EXCELLENT

EXCELLENT

ENGLISH

- Reading skills
- Writing skills

EXCELLENT

EXCELLENT

- Verbal skills

EXCELLENT

- Reading skills
- Writing skills
- Verbal skills

GERMAN

EXCELLENT

GOOD

GOOD

SOCIAL SKILLS

AND COMPETENCES

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

Bitola, where I'm living and working is multicultural environment. Here are living Macedonians, Albanians, Turkish, Roma, etc. I was included in many projects where I was working with many people from different nationality. Thus, teamwork is essential if you want to achieve the goal of the project you are working on.

As a Regional Coordinator for the E-school's Project I was working with more than 500 people from different nationalities. Teamwork was crucial to have success in this kind of work.

As a student, I was vice president of the Student Union at The Pedagogy Faculty in Bitola. We took first place at Student Games at Kranj, Slovenia, as a best Sport team.

For more than 10 years I was member in Handball Team "Pelister" from Bitola and also a member of the Macedonian Handball Team during the season 1999/2001.

ORGANIZATIONAL SKILLS

AND COMPETENCES

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

A lot of times taking place in making projects and budget of the projects (for example in writing new projects, fund raising projects, Micro Project and Provision of Services under Community Grant for Municipality of Topolcani, Micro Project and Provision of Services under Community Grant for Municipality of Samokov).

Volunteering:

- Member of Movement for Environment "Molika" – Bitola, since 1996;
- Member of Association for Open Communications – Bitola, since 1999;
- Member of Rotaract Club – Bitola, since 2002.

TECHNICAL SKILLS

AND COMPETENCES

With computers, specific kinds of equipment, machinery, etc.

Computer Skills:

- Microsoft Office (Word, Excel, Power Point, Publisher, Front Page);
- Corel Draw;
- Mambo;
- Blogs;
- Internet.

ARTISTIC SKILLS

AND COMPETENCES

Music, writing, design, etc.

[Describe these competences and indicate where they were acquired.]

OTHER SKILLS

AND COMPETENCES

Competences not mentioned above.

Presentations:

- **Educational commitment in the NGO-s which are working with education of children and youth**, Institute for Sociological and Political Juridical Research, 2004;
- **Entrepreneurship - challenge in NGO-s**, Institute for Sociological and Political Juridical Research, 2003;
- **Ethical Aspects of the Mentoring and Research Climate** - Institute for Sociological and Political Juridical Research, 2002;
- **Leadership and Ethical Aspects of the Leadership** - Institute for Sociological and Political Juridical Research, 2002;
- **Team Forming and Training with the Project "Babylon" – Bitola**, Institute for Sociological and Political Juridical Research, 2002;
- **Communication at the organizations as reflection of business and ethical behaviour** - Institute for Sociological and Political Juridical Research, 2002.

DRIVING LICENCE(S)

B - License

ADDITIONAL INFORMATION

PH. D. CVETKO SMILEVSKI, INSTITUTE FOR SOCIOLOGICAL AND POLITICAL JURIDICAL RESEARCH;
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ZDENKA NIKOLOVSKA, CoP OF E-SCHOOL PROJECT; MOBILE: +389 70 327 489

ANNEXES

THE CHANGES-CHALLENGE OR PROBLEM, BITOLA 2006 (ORGANIZATIONAL MANAGEMENT)