

CURRICULUM VITAE

1. **Family name:** MANDIĆ
2. **First names:** FERIDA
3. **Date of birth:** 04.01.1985
4. **Nationality:** Montenegrin
5. **Contact details:** feridam@gmail.com / 00 382 67 631 777

6. Education:

Institution - (Date from - Date to)	Degree(s) or Diploma(s) or Certificate(s) obtained:
London School of Economics and Political Science, UK – 2009 - 2011	Master of Science (MSc) in International Relations (Chevening Scholar, funded by the FCO - Foreign and Commonwealth Office)
Faculty of Political Science, University of Montenegro, Podgorica – 2006 - 2007	Degree of Specialist (Spec. Sci) – Postgraduate Specialist Academic Study Program – Diplomacy and International Relations, average grade A / GPA of 3.9
Faculty of Political Science, University of Montenegro, Podgorica – 2003 - 2006	Degree of Bachelor (BSc) – Undergraduate Academic Study Program– Diplomacy and International Relations, average grade A / GPA of 3.9
Georgetown University, Washington DC, USA – 01/2008 - 05/2008	Spring Semester – Liberal Arts and Sciences (The Fund for American Studies Scholar)

7. Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
Montenegrin	1- Mother tongue	1- Mother tongue	1- Mother tongue
English	1	1	1
French	1	2	2
Italian	1	3	3
Spanish	3	4	4
German	5	5	5
Arabic	5	5	5

8. Membership of professional bodies:

- President of the Assembly at the **NGO UK Alumni Association of Montenegro** and Member of the **Chevening Alumni Network**
- Member of the **Konrad Adenauer Alumni Network**
- Member of the **Fund for American Studies Alumni Network**
- Member of the **Selection Committee for Atlas Scholarships**
- Member of the **Working group for the capacity development of the Ministry of Foreign Affairs and European Integration of Montenegro in cooperation with CDP/UNDP**
- Member of the **Organisational team of the First and Second Montenegro Summer School for Young Diplomats**
- Member of the **Government team for the organisation of the Inaugural Conference ‘Balkan Networking for Social Empowerment of South-Eastern Europe’**

9. Other skills: Microsoft Office Package (Word, Excel, PowerPoint, Outlook), Internet

10. Present position: Deputy Project Manager at Centre of Excellence in Bioinformatics (BIO-ICT)

11. Years within the firm: November 2014 - present

12. Key qualifications:

- Intense and diverse seven-year work experience in public and civil sector which resulted in **strong links with significant government institutions, international organisations, private companies and corporations, NGOs and distinguished individuals**
- **Leadership skills** initially developed during formal education through various forms of extra-curricular activities such as: debate clubs, drama clubs, students' parliament, etc. Leadership potential has increased and become recognizable through performing managerial tasks at various positions throughout my 8-year career and numerous forms of civic activism and non-formal education.
- **Outstanding organisational and negotiation skills** strengthened through memberships in organisational boards: high-level international conferences, national celebration ceremonies, study visits in the country and abroad, workshops and seminars for different stakeholders including public administration, local authorities, business and NGO representatives
- **Considerable experience in writing project proposals, project implementation and monitoring**, practiced in the capacity of the director of Atlas Foundation and the President of the Assembly of the UK Alumni Association of Montenegro
- **Vast knowledge related to the current situation on the national, European and global level in various fields** such as politics and civil issues, EU governance, environment, education, science and technology, economics, agriculture, human rights, marketing, etc. gained through working in many different fields and **expertise in political science** mastered at post-graduate academic studies in International Relations
- **Excellent understanding of EU policies, procedures and mechanisms** obtained while working for the Ministry of Foreign Affairs and European Integration and in several schools organised by distinguished NGOs in Montenegro, such as: School of European Integration
- **Impeccable proficiency in English** gained through academic experience and master studies completed in London School of Economics, United Kingdom
- **Exceptional writing skills** proved during the work for the Ministry of Foreign Affairs and European Integration when preparing speeches, briefings, reports and other documents for the ministers and their associates intended for various purposes: opening and closing events, press conferences, official visits, roundtables, etc.
- **Good public speaking skills** proved during a number of public appearances on TV programmes and other media speaking on behalf of the Atlas Foundation and the UK Alumni Association of Montenegro
- **Profound knowledge and considerable experience in corporate social responsibility** gained through working for Atlas Foundation and certified by a three-month course organised by the Centre for Development of NGOs
- **Broad IT literacy** which entails everyday usage of Microsoft Office Package and digital communications
- **Valuable social skills** maintained via regular gatherings and joint initiatives with Atlas Foundation alumni, MAUK alumni, KAS alumni and many national and international partners active in Montenegro.

13. Specific experience in the region:

Country	Date from - Date to
Montenegro	2005 – present

14. Professional experience

Date from - to	Location	Company & Reference person	Position	Description
11/2014 - present	Podgorica (Montenegro)	Centre for Excellence in Bioinformatics (BIO-ICT) Faculty of Electrical Engineering, University of Montenegro World Bank loan	Deputy Project Manager	<ul style="list-style-type: none"> - Supporting the Project Manager (PM) in conducting day-to-day operations and ensuring that the project objectives are met in an efficient, effective and financially prudent manner - Assisting the PM in the management activities, reporting and coordination, as well as in work on the Centre's sustainability - Preparing new project proposals, establishing contacts with potential partners - Monitor activities of the project staff and advise them towards the effective fulfilment of the project goals - Dissemination activities - Establishing contacts with commercial entities
08/2012 - 11/2014 09/2011 - 08/2012	Podgorica (Montenegro)	Atlas Foundation, Atlas Group Slobodan Backović, Rector of the Mediterranean University – slobodan.backovic@unimediterran.net Meliha Ramusović, Director of Development and Philanthropy at Atlas Foundation – meli@atlas-g.com Rade Glomazić, Country Manager at FCG Finnish Consulting Group Oy, Belgrade – Rade.Glomazic@fcg.fi	Executive Director Secretary General	<ul style="list-style-type: none"> - Managing work of the team - Coordination of all activities related to corporate social responsibility, philanthropy, donations - Cooperation and communication with various national and international partners, public institutions and NGOs - Planning, organising, implementing and updating communication and public relations activities; responsible for the official web presentation and social media; preparing brochures, newsletters - Drafting final reports, briefings and analyses - Project writing and development (project manager of Youth Empowerment project; organisation of Balkan Networking – Youth Networking Conference (concept design and logistics); Assistant in projects: Balkan Networking, Atlas Scholarships, Podgorica – City of the Future, Energy Efficient Montenegro, Summit100, Women empowerment) - Events planning and organisation of conferences, meetings - Drafting of speeches for national, regional and international events - Member of the Selection Committee for Atlas Scholarships (reviewing and short listing applications, interviewing and evaluating candidates)

12/2013 present	- Podgorica (Montenegro)	NGO UK Alumni Association of Montenegro (MAUK) Ian Whitting, Ambassador of the United Kingdom of Great Britain and Northern Ireland to Montenegro – ian.whitting@fco.gov.uk	President of the Assembly	<ul style="list-style-type: none"> - Managing and coordinating work of the group - Project writing and implementing (concept design and logistics for the project of Regional conference); support in drafting final reports - Event management and organisation of meetings, presentations (several presentations of Chevening scholarships throughout Montenegro) - Communication and public relations activities; responsible for the official web presentation and social media
11/2007 09/2011	- Podgorica (Montenegro)	Ministry of Foreign Affairs and European Integration of Montenegro Nebojša Kaluđerović, Foreign Affairs Adviser to the Prime Minister of Montenegro – nebojsa.kaludjerovic@gsv.gov.me Ivana Petričević, Director-General for Coordination of EU Assistance Programme of the MFA and EU, Ministry of Foreign Affairs and European Integration of Montenegro – ivana.petricevic@mfa.gov.me Ivana Pajević, Ambassador, Deputy Permanent Representative of Montenegro to the United Nations, New York – ivana.pajevic@mfa.gov.me Irena Radović, Ambassador of Montenegro to France, Monaco and UNESCO – irena.radovic@mfa.gov.me	Third Secretary at the Department for Bilateral Relations	<ul style="list-style-type: none"> - Preparing official memos, reports, press releases and other materials related to the meetings and events in the fields of political bilateral and multilateral relations - Preparing analyses, briefings and researches for political documents; drafting speeches - Preparing notes, letters, briefings for communication with Embassies and International Organisations - Desk officer for the following countries: Francophone countries, Middle East, Africa, Croatia, Slovenia, Baltic countries, United Kingdom, Benelux, Germany, Bulgaria; member of Minister’s delegation in official visits to France, Egypt, Croatia and Prime Minister’s delegation in official visit to Qatar - Assisting in the implementation of platforms for negotiations and in the preparation and realisation of high-level visits and meetings, seminars, workshops, study visits, roundtables and multilateral conferences - Member of the Working group for the capacity development of the Ministry in cooperation with CDP/UNDP - Supervision of the content of the Ministry’s website - Member of the Organisational team of the First and Second Montenegro Summer School for Young Diplomats - Member of the Government team for the organisation of the Inaugural Conference ‘Balkan Networking for Social Empowerment of South-Eastern Europe’ - Recruited and interviewed candidates for employment at the Ministry - Translation of articles, news, speeches, press releases for the website and for international communication purposes

01/2008 05/2008	- Washington DC (USA)	The Institute of World Politics – Graduate School of National Security and International Affairs	Intern	<ul style="list-style-type: none"> - Research Assistant to H.E. professor Thomas Patrick Melady, former US ambassador to Uganda, Burundi and the Holy See - Preparing analyses and researches on Balkan history and politics - Conducting interviews with diplomats in DC - Working at the Library
09/2007	Ukraine	Centre for Democratic Transition – CDT and European Network of Election Monitoring – ENEMO Organisations Milica Kovačević, President of the Steering Committee of Centre for Democratic Transition – milica@cdtmn.org	Short-Term Observer: International Observation Mission Ukraine, Pre-term Parliamentary Elections 2007	<ul style="list-style-type: none"> - Member of International Election Observation Mission - Monitoring the opening of polling stations, the vote cast, and the counting and tabulation of results throughout the election day - Analysis of the post-election political situation
01/2007 07/2007	- Podgorica (Montenegro)	Government of Montenegro CDT	Intern appointed to the cabinet of the General Secretariat and to the Ministry of Tourism and Environmental Protection	<ul style="list-style-type: none"> - Writing memos, reports - Preparing analyses and research work - Organising and archiving press materials - General administrative tasks
11/2005 06/2006	- Podgorica (Montenegro)	Parliament of Montenegro CDT	Intern appointed to the International Relations Committee and Committee for Political System, Administration of Justice and Government	<ul style="list-style-type: none"> - Assistance in organisation of Committee meetings - Research on legislative and regulatory issues - Translation of various documents - General administrative tasks
02/2006 06/2006	- Podgorica (Montenegro)	Centre for Democratic Transition – CDT	Long-Term Observer (LTO) and Local Coordinator: Referendum for Independence of Montenegro, Civil Election Monitoring Program	<ul style="list-style-type: none"> - Managing and coordinating a group of several dozen short-term observers - Preparing analysis and contextual information about the political situation - Observing candidate registration, legal framework, media situation, work of the election administration, and the campaign environment - Trainer in the project ‘I vote for the first time’, promoting education in the area of political rights and elections in

				Montenegrin public schools
12/2005	Montenegro	Centre for Democratic Transition – CDT	Short-Term Observer: Local Elections in Montenegro, Civil Election Monitoring Program	<ul style="list-style-type: none"> - Monitoring the opening of polling stations, the vote cast, and the counting and tabulation of results throughout the election day - Analysis of the post-election political situation
10/2005	Montenegro	Faculty of Political Science, University of Montenegro	Member of Delegation Staff at the Annual Parliamentary Assembly Autumn Conference, OSCE, Organisation for Security and Cooperation in Europe	<ul style="list-style-type: none"> - Liaison Officer for OSCE delegates - Protocol-related assignments

15. Other relevant information (e.g., Publications, certifications, non-formal education)

- **International Institute for Political and Economic Studies, Crete, Greece** – The Fund for American Studies, Georgetown University, Washington DC and The Greek Association for Atlantic and European Cooperation
- **International Student Festival, Norwegian University of Science and Technology, Trondheim, Norway**– Global Boundaries and the Ultimate Political System
- **International Summer School Seggau, Karl-Franzens-University of Graz, Austria** – State - Society - Religions: Levels of European Identity
- **Hessen International Summer University, Johann Wolfgang Goethe University and University of Applied Sciences, Frankfurt am Main, Germany** – European Integration, Intercultural Communication, European Constitution, German language course
- **School for Corporate Social Responsibility, Podgorica** – Centre for Development of Non-Governmental Organisations (CRNVO)
- **School of Human and Minority Rights, Podgorica**– Centre for Civic Education (CGO)
- **School of European Integration, Podgorica** – Foundation Open Society Institute, European Movement in Montenegro, CGO, CRNVO
- **School for Social Change, Podgorica** – CRNVO and National Endowment for Democracy
- **Certificate of Advanced English (CAE)** – University of Cambridge (ESOL), **IELTS** (8.0)
- **DEL F (Diplôme d'Études en Langue Française)** 1^{er} et 2nd Degré, DELF B2