



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Makedonka Dimitrova**
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Gender Female

Work experience

Dates	10/2009 →
Occupation or position held	Instructor
Main activities and responsibilities	- Lecturing Entrepreneurship and Organizational Behavior for undergraduate students - Lecturing Advanced Organizational Behavior to graduate students
Name and address of employer	University American College Skopje III Makedonska brigada b.b., 1000 Skopje (Republic of Macedonia)
Type of business or sector	Education
Dates	10/2006 →
Occupation or position held	General Secretary
Main activities and responsibilities	market analysis consultant, working on various projects for energy efficiency and energy security, developing teaching materials and curricula for Green Schools in Bosnia and Herzegovina, participating at conferences
Name and address of employer	MACEF - Macedonian Centre for Energy Efficiency 1000 Skopje (Republic of Macedonia)
Dates	10/2006 - 10/2007
Occupation or position held	Portal Manager
Main activities and responsibilities	daily flow of enquiries supervision, prepared business development strategy that resulted in few international wine enquiries on monthly basis
Name and address of employer	Wine MK - Macedonia Fine Wines Export Group 1000 Skopje (Republic of Macedonia)
Type of business or sector	Wine industry
Dates	11/2002 - 10/2006
Occupation or position held	Communication director
Main activities and responsibilities	development and execution of strategic communication plans for the project of wine, tourism, assisted dogotal media/IT, lamb and cheese and apparel industries
Name and address of employer	Booz Allen Hamilton - USAID Macedonia Competitiveness Activity Project (MCA) 1000 Skopje (Republic of Macedonia)
Type of business or sector	Economic Growth
Dates	09/2001 - 11/2002
Occupation or position held	Resident Office Secretary and Assistant of the Country Director
Main activities and responsibilities	updating portfolio and pipelines reports and EBRD activities brochure, NGO and liaison person,

	organizing and conducting the Board of Directors visits, contract signage and protocol handling for visiting missions
Name and address of employer	EBRD, Skopje Resident Office 1000 Skopje (Republic of Macedonia)
Dates	02/2000 - 07/2001
Occupation or position held	Branch Deputy Manager
Main activities and responsibilities	overall supervision of the Branch's operations, responsible for planning and budgeting, executive supervisor for import-export and transportation, reporting and briefing for Rexel, Houston and Branch Manager, marketing trips to other Balkan countries
Name and address of employer	Rexel Inc. Houston, Texas 1000 Skopje (Republic of Macedonia)
Type of business or sector	Electrical Supply and retail Chain
Dates	1999 - 2000
Occupation or position held	Assistant of the Chief of Bureau
Main activities and responsibilities	managing daily flow of information for the Bureau chief, daily media screening and reporting, media monitoring for possible success stories, local media management, bureau operations management
Name and address of employer	Balkan Information Exchange, The Rendon Group Inc. 1000 Skopje (Republic of Macedonia)
Type of business or sector	Public Information Services
Dates	1998 - 1999
Occupation or position held	Interpreter and Assistant to the Chief of Training
Main activities and responsibilities	training team interpreters' coordinator, assistance to the chief of the training department in daily activities and duties, assistance in the open policy dialogue with the Ministry of Defence representatives, translation of NATO military manuals and Guide Books, visits and trainings to/at the military areas, establishment of the Military Glossary, working on the foundation of the new restructured Macedonian Border Brigade
Name and address of employer	Stabilization and Deterrence Program, MPRI-Combined Team 1000 Skopje (Republic of Macedonia)
Type of business or sector	NATO Compliance Activity / Military Sector

Education and training

Dates	06/12/2009 - 09/12/2009
Title of qualification awarded	Certificate of Attendance
Principal subjects / occupational skills covered	Effectuation Seminar for Entrepreneurship Teachers, EFER Round Table
Name and type of organisation providing education and training	EFER - Verick School of Management Ghent (Belgium)
Dates	20/09/2009 - 07/10/2009
Principal subjects / occupational skills covered	Second Course on Sustainability in Action Part II, Sustainable Development, Good Governance, the Three Pillars of SD, Green Budgeting
Name and type of organisation providing education and training	Italian Ministry of Environment (Regional Environmental Center - REC) Venice and Budapest (Italy and Hungary)
Dates	24/05/2009 - 31/05/2009
Principal subjects / occupational skills covered	Sustainable Development, Good Governance, the Three Pillars of SD, Green Budgeting
Name and type of organisation providing education and training	Regional Environmental Center - REC Budva (Montenegro)

Dates	2004 - 2005
Title of qualification awarded	Master in Public Policy Management
Principal subjects / occupational skills covered	Policy program evaluation, public policy analysis and management, financial management and budgeting, strategic planning, microeconomics, statistics and information technology
Name and type of organisation providing education and training	University of Pittsburgh (Graduate School of Applied Public Policy and International Affairs) Pittsburgh (Pennsylvania)
Level in national or international classification	master
Dates	2001 - 2002
Principal subjects / occupational skills covered	presentation skills, personal management, business and writing skills, Excel/Word/PowerPoint Advanced Level Trainings, Portfolio and Pipeline Management Course
Name and type of organisation providing education and training	EBRD - London In-house Trainings
Dates	1994 - 1999
Title of qualification awarded	Teacher of Turkish Language to non-natives
Principal subjects / occupational skills covered	turkish language and literature
Name and type of organisation providing education and training	Sts. Cyril and Methodius (University) 1000 Skopje (Republic of Macedonia)
Level in national or international classification	Bachelor of Arts

Personal skills and competences

Mother tongue(s) **Macedonian**

Other language(s)

Self-assessment
European level ()*

English
Turkish

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences

- EFER Alumni since December 2009
- Member of the Macedonian Business Women Network (Gender Analysis Training) since July, 2004
- Member of NASPAACEE - National Association of School and Public Affairs and Administration, since September 2003
- Member of the competitiveness Institute since January 2003
- Volunteer work for San Francisco Rotary Club visits to the Skopje Pediatric Ophthalmology State Clinic - 2005/2006