



## Nikola TRAŽIVUK

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### Work Experience

- 10/2021 – **Novakid**, San Francisko, USA  
*ESL teacher*
- Activities** – selling packages of online English classes to clients and providing individual English classes and training
- 06/2017 – 11/2021 **Acadsoc**, The Philippines  
*ESL teacher*
- Activities** – selling packages of online English classes to Chinese clients and providing individual English classes and training
- 07/2016 – 11/2017 **TutorABC**, Hong Kong  
*ESL teacher*
- Activities** – selling packages of online English classes to Chinese clients and providing individual and group English classes and training
- 07/2015 – 07/2016 **Ministry of Foreign Affairs of Republic of Serbia** in Belgrade (Serbia)  
*Internship*
- Office management** - responding to e-mails, phone calls, filing cases ...  
**Internal communication** - writing notes and reports to different government departments, communicating with embassies and missions of Republic of Serbia through telegrams, participation in the organization of inter-ministerial meetings...  
**Participation at the meetings** - preparation for meetings with foreign diplomats, attending the meetings and making notes afterwards;  
**Other activities** - following position of foreign countries on certain issues, analysis of available documents about actual topics, write memos, analysis of legal documents of international organizations ...
- 02/2015 – 07/2015 **Central European Development Forum – CEDEF** in Belgrade (Serbia)  
*project assistant*
- Office management** - responding to e-mails, phone calls;  
**Project activities** - participation on the project: Annual CEDEF Programme for cities and municipalities in Serbia "Leaders of Sustainable Development", the International Energy Forum "The use and treatment of municipal and industrial wastewater in the Republic of Serbia" and Belgrade Investment Days, work on the preparation of these events, communication with municipal authorities and partner companies, creating a base of contacts for the event, writing a report of the event, organization of preparatory meetings for the Belgrade Investment Days, communication with foreign embassies and chambers of commerce, work on the project documentation;

**Media activity** - contacting media, writing short announcement for the site;  
**Other activities** - work on the publication, researching of assessment of environmental conditions in the Republic of Serbia and the obligations on the EU accession agenda in this area ...

## Education

2016	<b>120 Hours TEFL Certificate</b> TEFL Professional Development Institute
2017	<b>40 Hours TEYL Certificate</b> Global Language Training
2013 – 2016	<b>MA in Political Science – International Relations</b> University of Belgrade, Faculty of Political Science, Belgrade (Serbia)
<i>Subjects</i>	<i>International Relations, International Organizations, International Economy, Peace Studies</i>
2009 –2013	<b>BA in Political Science – International Relations</b> University of Belgrade, Faculty of Political Science, Belgrade (Serbia)
<i>Subjects</i>	<i>International Relations, European Integrations, International Organizations, International Economy, Peace Studies</i>

## Language Skills

<b>Mother tongue:</b>	Serbian			
<b>Other languages:</b>	Speaking	Reading	Listening	Writing
English	C1	C1	C1	C1
Spanish	B1	B2	B2	C1
Russian	A1	A2	A2	A2

## Additional Information

<b>Communication &amp; Personal Skills:</b>	Advanced communication skills gained over the course of my studies and extracurricular activities; I enjoy and highly appreciate a diverse and multi-cultural environment.
<b>Computer Skills</b>	Competent with most Microsoft Office programmes (Word, PowerPoint, Excel)
<b>Hobbies &amp; Interests</b>	Reading both fiction and non-fiction; love travelling (4 continents and more than 30 countries visited so far) and maintaining a large number of contacts from different countries.