

CURRICULUM VITAE

1. **Family name:** BOSILKOVA
2. **First names:** ANJA
3. **Date of birth:** 16.10.1988
4. **Nationality:** Macedonian
5. **Education:**

| Institution (Date from - Date to) | Degree(s) or Diploma(s) obtained: |
|--|--|
| Faculty of Arts, University of Groningen - Groningen, The Netherlands September 2012 – December 2013 | MA in International Relations – International Humanitarian Action (NOHA) |
| Faculty of Economics, University « Ss. Cyril and Methodius » - Skopje, Macedonia September 2007- September 2010 | BSc in Economics – E-business |

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

| Language | Reading | Speaking | Writing |
|--------------------------|---------|----------|---------|
| Macedonian (native) | 1 | 1 | 1 |
| English | 1 | 1 | 1 |
| German | 3 | 3 | 3 |
| Serbian/Croatian/Bosnian | 1 | 3 | 3 |
| Albanian | 5 | 5 | 5 |
| Dutch | 5 | 5 | 5 |

7. **Other skills:** Computer literacy (MS Office package, Adobe Package, SPSS, AutoCAD, etc.), Research, analysis and writing skills, Web-design, Database development
8. **Present position:** Information and Communication Officer at Balkan Civil Society Development Network (BCSDN)
9. **Years within the firm:** Since May 2014
10. **Key qualifications:**

Anja Bosilkova's 3-year professional experience in non-profits is both local and international, mostly in the field of international development. She has been contracted by international development organizations and local NGOs. In addition, she has also worked at a public education institution, and in a diplomatic environment, on economy-related activities. She has been mostly engaged in the implementation of youth education and workforce development projects, as well as in the design, management and monitoring of both development and emergency projects. Her project experience is in both US and EU funded projects. As a board member of a local NGO, Bosilkova has additional experience in programme management, project coordination, HR management, fund-raising and event organization. Her areas of expertise are research and proposal writing, M&E, communication, and training design and delivery; her interests include Youth Education, Human Rights, Civil Society, EU Integration, and Economics.

11. Professional experience

| Date from - Date to | Location | Company | Position | Description |
|------------------------|----------------------|---|---|---|
| 05-2014 - present | Skopje, Macedonia | Balkan Civil Society Development Network (BCSDN) | Information and Communication Officer | <ul style="list-style-type: none"> • manages and executes regular information-sharing activities including Bi-weekly alerts, newsletter, organizations website and sub-websites • supports outreach per organizations events and promotion of results and achievements. • coordinates preparation of design, print and takes care of visual identity of BCSDN • follows regional and global initiatives related to BCSDN work and networking possibilities. |
| 03-2014 – 04-2014 | Skopje, Macedonia | Embassy of the Kingdom of the Netherlands | Economy and Trade Sector Trainee | <ul style="list-style-type: none"> • research, data gathering, analysis and reporting • PR and event organization • social media marketing • following recent developments and updating on relevant topics • administration and logistical support |
| 07-2013 – 09-2013 | Vienna, Austria | CARE Österreich | Program Intern | assisting in: <ul style="list-style-type: none"> • proposal development, • general contract management and project monitoring • supporting communication with field offices and project reporting to donors • maintaining CARE project-, financial and experts database • administrative tasks (writing minutes, website updating etc.) • undertaken training on: Gender equality; ECHO and EuropeAid guidelines |
| 05-2011 – 08-2012 | Skopje, Macedonia | USAID/EDC Youth Employability Service (YES) Network Project | M&E and Communication Assistant | <ul style="list-style-type: none"> • collecting, organizing and managing data (incl. database development) • analysing gathered field data and reporting on it to headquarters/donor • writing PR articles, developing newsletters and managing the website • event planning, organization and logistics • translating and interpreting |

Curriculum vitae

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|------------------------|-------------------|---|-------------------------------------|---|
| 01-2011 – 01-2012 | Skopje, Macedonia | Board of European Students of Technology (BEST) | HR Coordinator (Board Member) | <ul style="list-style-type: none"> • strategic planning, implementation and decision-making • planning, organizing and coordination of different projects, activities and events • coordinating local activities with international ones • leading a team of 30 members • working on partnerships with companies and organisations |
| 01-2011 – 06-2012 | Skopje, Macedonia | Faculty of Economics, Ss. Cyril and Methodius University | Faculty Demonstrator for Web-Design | <ul style="list-style-type: none"> • planning, delivering and evaluating teaching and learning activities • enhancing teaching materials with up-to-date content • helping students who need extra support to complete tasks, individually and in groups • maintaining discipline and a pleasant working atmosphere |
| 04-2011 | Skopje, Macedonia | YES (Youth Entrepreneurial Service) Foundation – Business Incubator | Junior Project Assistant | <ul style="list-style-type: none"> • organizing an event (contest) • contacting sponsors, arranging meetings and negotiating • collecting and managing contestants' data • responsible for logistics |
| 2009, 2010 (part-time) | Skopje, Macedonia | Balkan Konsalting | Translator | Translating technical civil engineering documents from Macedonian to English and vice-versa |

12. Other relevant information

Trainings and Workshops: *Operational security in Humanitarian Action* (Feb & Sep 2013 - Brussels, Belgium; Groningen, the Netherlands);
Model United Nations (Mar 2013 - Groningen, the Netherlands)
Leadership Training (June 2011 - Cluj-Napoca, Romania),
Political communication and public leadership (Nov 2011 - Skopje, Macedonia)
Business and Politics: Germany, Europe and Globalization (Jul 2010 - Eichstätt, Germany)
Job Skills Training (Oct-Dec 2010 - Skopje, Macedonia)
Liberty Camp international seminar (Sep 2008 - Bohinj, Slovenia)