

# Ivana Simjanovska

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Str. Mirce Acev 5/1-5, 1000 Skopje, N. Macedonia  
[simjanovskai@gmail.com](mailto:simjanovskai@gmail.com) ++389 70 578048

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## Qualifications

Experienced Project Manager and Coordinator with a demonstrated history of working in the development industry - project management, project coordination, capacity building, development of comprehensive strategies of national interest and reforms, preparing agendas and MoMs. Been assisting in developing and monitoring project activities for several UN agencies; developed brand and portfolio strategies, managed brand advertising and led the marketing and sales for international companies over the years.

My other skills include:

- Highly organized and problem-solving mindset ready for new challenges and opportunities
- Team player who enjoys the company of colleagues and likes to work hard on achieving goals and adding value to the team
- Languages: Macedonian (Mother language), English (Proficient user), Italian (Proficient user), Serbian (Independent user), Bulgarian (Independent user)
- Software applications – Microsoft Applications

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## Professional Experience

May 2022- present

### **BCSDN (Type of Industry- CSO)**

Position: Project Assistant

#### **Project- Protecting Civic Space – Regional Civil Society Development Hub**

- Participates in creation and implementation in BCSDN Mid-term strategy
- Participates in the CS Development HUB Strategy
- Responsible for liaising with subcontractors (e.g. grantees, partners), interns and volunteers
- Support the contracting and the financing of grantees, partners, experts etc.
- Organizes and executes documentation handling
- Organizes and executes office supplies, subcontractors (repairs etc.),
- Manages preparation of administration and documentation work of the Executive Office
- Participates in preparation of project proposals

Aug 2021- October 2021

### **Eden na Eden (Type of Industry- Marketing)**

Position: Project Manager

#### **Project- Anticorruption Campaign- Cabinet of the Deputy Prime Minister in charge of fight against corruption and crime, sustainable development and human resources of North Macedonia**

- Planning and implementation of project activities.
- Ensuring that all project activities are delivered on-time, within scope.
- Coordination of internal resources and third parties for the flawless execution of multiple project related activities;
- Ensure resource availability and allocation.
- Organizing and coordinating the work of the team members

Aug 2019- Jun 2020

### **CHEMONICS International (Type of Industry- International Trade and Development)**

Position: Project Coordinator

**Judicial Council of the Republic of North Macedonia- Preparation of Functional Analysis and Strategic Plan for the Judicial Council of the Republic of North Macedonia**

- Provided support to the development of Functional Analysis, Strategic Plan and Communication Strategy of the JC and implementation of NMSI activities.
- Served as liaison for qualitative monitoring group for activity outcome assessment.
- Provided support to NMSI and JC during capacity building and delivery of training session
- Provided support JC in preparing for meetings and conferences internally and with other stakeholders throughout the process of development of the Functional Analysis, Strategic Plan and Communication Strategy of the JC.

**State Commission for Prevention of Corruption of the Republic of North Macedonia- Developing National Strategy for Prevention of Corruption**

- Provided support for drafting of the National Strategy and Action Plan for developing the National Strategy.
- Gathered necessary data for monitoring and evaluation of the progress in the implementation of project activities.
- Coordinated with stakeholders for development of strategies by continuously contributing to improvements of programming tools and processes.
- Managed the exchange of documents and materials for desk research and analysis as well as preparation of final grantee reports.
- Managed the organization of conferences internally and with other Ministries, officials, and any other external organizations.
- Organized online briefings with relevant stakeholders and beneficiary institutions as well as provided weekly reports/briefings from performance of activities.
- Provided support to the STTAs on preparations, organization and delivery of training courses.

Jul 2018- Sep 2018

**AECOM (Type of Industry: Communications Sector) - Macedonia Support Initiative- Project funded by USAID**

Position: Administrative Coordinator

Tasks at the Ministry of Foreign Affairs:

- Support to the Minister in preparing his agenda during the referendum.
- Support in creating and translating content for the social media for the Minister.
- Preparing agenda and organizing meetings for the international consultants.

Tasks at the Government Strategic Communications Sector:

- Coordination and administrative support to the Government Strategic Communications Sector.
- Preparing agenda and organizing meetings for the international consultants.
- Support the international experts in administrative and office work, drafting minutes of the meetings and notice taking.

May 2018- Aug 2018

**Social Impact (Type of Industry: Management Consulting)**

Position: Logistician

Evaluation of the USAID/ OTI Macedonia Support Initiative

- Preparing agenda and organizing meetings for the international consultants.
- Support the international experts in translation and interpretation during working meetings and training sessions administrative and office work, drafting minutes of the meetings and notice taking.

Feb 2018- Apr 2018

**UNDP North Macedonia**

Position: Administrative Assistant

Functional Reform Analysis of the Public Administration in the Republic of Macedonia

- Preparing agenda and organizing meetings for the international consultants.
- Support in translation and interpretation during working meetings and training sessions.
- Support the international experts in administrative and office work, drafting minutes of the meetings and notice taking.

May 2016- Apr 2017

**Divinalux Winery & Farm Stay, Riolo Terme, Italy**

Position: Brand and Export Sales Manager

- Developing brand and portfolio strategy for international and domestic markets and organizing international sales of products.
- Managed brand advertising and promotions to optimize effectiveness of all consumers facing and trade activation spend;
- Preparing budget plans, budget revisions, financial reports, payments and status of funds and expenditures and ensuring optimal flow of payments toward contractors to avoid delays (tracking the payments in the system and intervene as required).
- Prepare timely and accurate financial reports and provide timely reports such as monthly reports, quarterly reports and adjustments of budget when needed.
- Support management of contracts with companies (consultancies, works and supply of goods) and individuals (consultancy and other services). Organize a system of tracking contracts, timely delivery of products and ensure the project management is timely alerted (e.g., submission and payment deadlines), and possible deviations of the original contractschedules.

Feb 2014- Apr 2014

**Social Impact**

Position: Interpreter/ Logistician during the mid-term evaluation of the USAID Judicial Strengthening Project

- Preparing agenda and organizing meetings for the international consultants.
- Support in translation and interpretation during working meetings and training sessions.
- Support the international experts in administrative and office work, drafting minutes of the meetings and notice taking.
- Initiate routine correspondence related to the implementation of project and drafting of official.
- Prepare relevant background materials for use in discussions, correspondence and briefing sessions.

Jun 2012- Oct 2013

**Personal Ltd- Medilink UK based Recruitment Agency**

Position: Administrative Assistant responsible for recruiting employees for the Agency

Jun 2009- Mar 2010

**Georgi Dimitrov Attorneys**

Position: Office Manager/ Translator

- Creating agenda for the attorneys
- Controlling correspondence and designing filing systems
- Reviewing and approving supply requisitions

Nov 1999- Jun 2007

**J4 Customs Office- NATO HQ Skopje**

Position: Customs Administrative Assistant/ Interpreter (English/Italian/Macedonian)

- Provided program administration support to teams.
- Support to the drafting and translation of executive summary documents for all deliverables.
- Supported development of data, exchange of documents for desk research and preparation of reports.
- Managed databases and filing systems.

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**Education**

**Faculty of Philology "Blaze Koneski" Ss. Cyril and Methodius University, Skopje, Macedonia**  
Bachelor of Arts- English and Italian Language and Literature

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