

**EUROPEAN  
CURRICULUM VITAE  
FORMAT**



**PERSONAL INFORMATION**

Name	<b>Aida Pašalić-Uzunović</b>				
Address	Bulevar kralja Tvrtka I 11b, 72000, Zenica, Bosnia and Herzegovina				
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Nationality at birth	Bosnian				
Present nationality	Bosnian				
Date of birth [ Day, month, year ]	30. 07.1982.				
Place of birth	Zenica				
Sex	Male <input type="checkbox"/>	Female <input checked="" type="checkbox"/>			
Marital status	Single <input type="checkbox"/>	Married <input checked="" type="checkbox"/>	Widowed <input type="checkbox"/>	Divorced <input type="checkbox"/>	Separated <input type="checkbox"/>

**WORK EXPERIENCE**

[ Add separate entries for each relevant post occupied, starting with the most recent. ]

• Dates (from – to)	July 2006– present
• Name and address of employer	ZEDA Zenica Development Agency Zenica, Zmaja od Bosne bb; Zenica
• Type of business or sector	Economic Development Agency
• Occupation or position held	Head of the economic affairs, project development and project management; Head of the department of general affairs (finance and legal department); Business consultant , Business Incubator Assistant

• Main activities and responsibilities

Project management:

Preparation of project plans and proposals for the needs of the development of the City of Zenica and application for funds at the level of BiH and at the international level;  
 Cooperation with the director in project planning and preparation;  
 Monitoring and evaluation of projects - monitoring the implementation of all activities related to projects;  
 Evaluation of project results in relation to the strategic goals of the Agency and reporting on the validity of project implementation;  
 Review / nomination / budget changes of approved projects;  
 Regular reporting to directors / donors on project implementation;  
 Preparation of financial statements  
 Preparation of project budgets and annual budget and financial plans of ZEDA  
 Providing systematic support to private sector development,  
 Systematic problem solving for SMEs,  
 Education of entrepreneurs and future entrepreneurs on writing a business plan and developing a business idea  
 Improving the business environment by attracting investment, creating conditions for increasing private sector productivity and mobilizing public funds for these purposes.  
 Collection, analysis and interpretation of collected data from field research, as well as statistical data  
 Proposing and promoting measures to support SME development and attract investors  
 Implementation of measures after adoption by the city administration and / or other key stakeholders  
 Participation in all activities and all phases of strategic planning and implementation of the City Development Strategy;  
 Participation in the development of strategic development documents at the cantonal level and higher levels  
 Establishing cooperation with other organizational units and other organizations and institutions founded by the City and other municipalities in Bosnia and Herzegovina and abroad for the purpose of joint action with the aim of using EU funds and other donor funds  
 Continuous cooperation with other business support institutions in BiH  
 Identification and preparation of documentation on projects of importance for the development of the city in cooperation with the competent services.  
 Analysis and preparation of reports related to monitoring and evaluation of the implementation of the Strategy.  
 Initiating the preparation and presentation of appropriate promotional material to inform the public about the importance of the Agency and the activities it conducts  
 Providing support to all employees of the Agency in their individual projects, in the preparation of project documents and project implementation  
 Consulting services for SMEs in the municipality of Zenica  
 Continuous analysis of the business plan of the Business Incubator and Technopark  
 Managing a business incubator, together with colleagues, according to a defined plan.

Ensuring the implementation of the Agreement and providing services to clients / tenants  
 Supporting the needs of tenants and coordinating their activities

• Dates (from – to)	July 2004 – August 2004
• Name and address of employer	Union banka d.d. Sarajevo, Filijala Zenica
• Type of business or sector	Bank
• Occupation or position held	Intern
• Main activities and responsibilities	Payment operations, domestic and foreign, report preparation, cash operations

### EDUCATION AND TRAINING

[ Add separate entries for each relevant course you have completed, starting with the most recent. ]

• Dates (from – to)	March 2010 –
• Name and type of organization providing education and training	University in Zenica, Faculty of Economics in Zenica
• Principal subjects/occupational skills covered	Audit and Accounting Management
• Title of qualification awarded	Master studies
• Level in national classification (if appropriate)	

• Dates (from – to)	October 2001 – October 2005
• Name and type of organization providing education and training	University in Sarajevo, Faculty of Economics in Sarajevo
• Principal subjects/occupational skills covered	Banking and Insurance
• Title of qualification awarded	University degree in economics – Bachelor of Economics
• Level in national classification (if appropriate)	VII

• Dates (from – to)	Septembar 1997 – June 2001
• Name and type of organization providing education and training	The First Gymnasium Zenica
• Principal subjects/occupational skills covered	High school
• Title of qualification awarded	High school diploma
• Level in national classification (if appropriate)	IV

• Dates (from – to)	October 2008 – May 2009
• Name and type of organization providing education and training	Faculty of Economics in Sarajevo, Business Academy
• Principal subjects/occupational skills covered	Training for certificated Certified Accountant
• Title of qualification awarded	Certificated Independent Accountant

## NON-FORMAL EDUCATION- TRAININGS

• Dates (from – to)	<i>November 2019- January 2020</i>
• Name and type of organization providing education and training	<i>ILO- International Labor Organization</i>
• Principal subjects/occupational skills covered	<i>SIYB training Start and Improve your business)</i>
• Title of qualification awarded	<i>SIYB TRAINER</i>

• Dates (from – to)	<i>April – May 2014</i>
• Name and type of organization providing education and training	<i>Chamber of Commerce</i>
• Principal subjects/occupational skills covered	Training of members of supervisory boards and management boards of companies with the participation of state capital
• Title of qualification awarded	Certificate

• Dates (from – to)	October –December 2013
• Name and type of organization providing education and training	Chronos d.o.o. Zenica
• Principal subjects/occupational skills covered	Advanced Accounting Training
• Title of qualification awarded	Advanced training in Accounting

• Dates (from – to)	March-May2013
• Name and type of organization providing education and training	Chronos d.o.o. Zenica
• Principal subjects/occupational skills covered	ABC Accounting Training
• Title of qualification awarded	The Basics of Accounting

• Dates (from – to)	February 2008
• Name and type of organization providing education and training	REZ – RDA - Ms Nadja Vujošević
• Principal subjects/occupational skills covered	Project Cycle Management

• Dates (from – to)	December 2007 – February 2008
• Name and type of organization providing education and training	BHM – SOROS language school
• Principal subjects/occupational skills covered	English language
• Title of qualification awarded	Certificate of Business English knowledge (1 <sup>st</sup> degree)

• Dates (from – to)	October 16-17 2006
• Name and type of organization providing education and training	CBI – Centre for the Promotion of Imports from developing countries
• Principal subjects/occupational skills covered	Workshop Market Research

• Dates (from – to)	July 1995– August 1995
• Name and type of organization providing education and training	BHM – SOROS computer school
• Principal subjects/occupational skills covered	Personal Computers and Windows surrounding software
• Title of qualification awarded	The Basics of Computer Literacy

**PERSONAL SKILLS AND COMPETENCES**  
*Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.*

MOTHER TONGUE	Bosnian
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OTHER LANGUAGES

[ Indicate level: excellent, good, basic. ]

[ Specify language ]	English	German			
• Reading skills	excellent	good			
• Writing skills	excellent	basic			
• Verbal skills	good	basic			

<b>SOCIAL SKILLS AND COMPETENCES</b> <i>Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.</i>	Team player, responsible person, ability to listen the needs of others, strong communication skills, dedicated to job requirements
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<b>ORGANISATIONAL SKILLS AND COMPETENCES</b> <i>Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.</i>	Strong organizational skills, good coordination skills
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<b>TECHNICAL SKILLS AND COMPETENCES</b> <i>With computers, specific kinds of equipment, machinery, etc.</i>	I am familiar to all pc supporting equipment (printers, scanners, cameras, ...). Very competent with using: Windows, MS Office( MS Word, MS Excel, Power Point, Internet
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<b>ARTISTIC SKILLS AND COMPETENCES</b> <i>Music, writing, design, etc.</i>	
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OTHER SKILLS AND COMPETENCES <i>Competences not mentioned above.</i>	
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DRIVING LICENCE(S)	B category from 2002
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<b>ADDITIONAL INFORMATION</b>	
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