

## PERSONAL INFO



## Dženan Trbić

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| **Date of Birth** 15.06.2972 | **Nationality** BiH

## WORK EXPERIENCE

January 2020 - current

**Manager of the Centre for Excellence in Entrepreneurship Sarajevo**

Association of CEFE Trainers in BiH, Banja Luka, BiH

- Manages the Centre for Excellence in Entrepreneurship.
- Prepares project proposals and other fundraising activities.
- Implements training and mentoring in the field of entrepreneurship and project management.
- Monitors the project budget realization and achievement of objectives.
- Conducts research, analyses, and participates in development of strategic documents.
- Reports on project implementation

**Type of Employer:** NGO

August 2020 - current

**Founder / CEO**

OD Empanda Business Consulting

- Company management.
- Provision of training and consulting services to entrepreneurs, public institutions, and NGOs.
- Provision of financial management services in implementation of projects.

**Type of Employer:** Private company

January 2017 – current

**Product Manager**

Association Vertex, Sarajevo, BiH

- Development of the software for project management – Empanda.
- Analysis of financial procedures, standards, and practices in financial reporting.
- Support for clients in financial reporting, monitoring and evaluation.
- Support in integration of the Logical Framework Approach in projects' implementation.

**Type of Employer:** NGO

April 2016 – December 2019

**Component Leader (SDC Youth Employment Project - YEP)**

GOPA mbH, Bad Homburg, Germany

- Management of the project component focusing on entrepreneurship.
- Management of grant portfolio through assessment of business potential of candidates.
- Management of business incubator, including allocation of financial support for entrepreneurship.
- Training and mentoring of grantees from NGO and private sector.
- Donor reporting.

**Type of Employer:** International Consultancy

November 2013 – March 2016

**Civil Society and Communication Expert (SDC Youth Employment Project)**

GOPA mbH, Bad Homburg, Germany

- Development of the Strategy for inclusion of CSOs in entrepreneurship and employment.
- Training, mentoring, and consulting businesses, including social enterprises.
- Development of the Grant program for CSOs, including monitoring and evaluation.
- Mentorship in implementation of projects.

**Type of Employer:** International Consultancy

July 2010 – October 2013

**Program Coordinator/Grant Officer (USAID Justice Sector Development Project)**

East West Management Institute, New York, USA

- Support in creation of NGO network in human right sector (Justice Network)
- Project cycle management in the program of supported NGOs
- Participation in preparation of analyses, surveys, and strategic documents
- Organization of public events (conferences, round tables, workshops)
- Donor reporting

**Type of Employer:** International Consultancy

August 2010 – August 2014

**Local Coordinator**

Cfd – the Feminist Peace Organization, Bern, Switzerland

- Oversight of implementation of partner NGOs
- Organization of strategic planning
- Delivery of trainings in project management, social inclusion and alike.
- Donor reporting on performance of supported NGOs

**Type of Employer:** International NGO

January 1998 – June 2010

**Project Manager / Coordinator of IT Team**

Independent Bureau for Humanitarian Issues (IBHI)

- Management of the “Swiss NGO Support Program in BiH”
- Preparation of project proposals for international donors
- Grant program management
- Preparation of publications, research, policies, and other documents.
- Development of the software for social protection system of FBiH, IS management
- Training and mentoring of NGOs in project management, social inclusion and alike.

**Type of Employer:** International NGO**EDUCATION AND TRAININGS**

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2018-2019

**MA in Financial Management**

University of Travnik, BiH

- Major in audit of the public sector

2012-2017

**BSc in Information and Communication Technologies**

Faculty of Information Technologies, University Dzermal Bijedic in Mostar, BiH

- Major in Project Management

2021

**Certified SIYB Trainer**

International Labour Organization

2018

**Certified CEFE Trainer for Entrepreneurship**

Association of CEFE Trainers in BiH

2009

**Internal Auditor of Quality in NGOs**

Slovenian Institute for Quality and Metrology (SIQ)

**SKILLS**

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**Native Language**

Bosnian

**Other Languages:**

English, excellent (written and spoken)

**Digital Skills** Excellent in various programming languages, platforms, development environments and tools

Programming Languages:

- *C#, Java, JavaScript, VB.NET, SQL, HTML*

Operational Systems:

- *Windows, Android, FreeBSD*

Database Management Systems

- *MS SQL Server*

Development Environments

- *Microsoft Visual Studio (.NET platform), Android Studio, Eclipse*

**Other skills and interests** Preparation and implementation of projects:

- Design and delivery of training in project preparation for international donors (focus on EU) for Kronauer Consulting d.o.o. and other clients
- Development of software for project management (NGO.Fin and Empanda), including modules for financial management and project monitoring using logical framework approach

**Driver's License** B, full, clean

#### PUBLISHED WORKS

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- Social Entrepreneurship – Theory and Practice (co-author), GOPA mbH, 2016
- Creating Jobs for Youth – Policy Analysis, GOPA mbH, 2014,
- Strengthening of Professional Capacity of NGOs (co-author), IBHI, 2009
- Financial Reporting of NGOs in FBiH (co-author), Libertas, 2008
- Civil Society in Strengthening Social Inclusion (co-author), IBHI, 2007

#### MEMBERSHIPS AND AWARDS

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- Certificate of Merit within Global Human Resource Development Award 2019 by International Federation of Training and Development Organisations, 2019
- Awarded Medal of the President of the Institute of Electrical and Electronics Engineers (IEEE) for contribution in development of entrepreneurship and innovations, 2017,
- Chair of the Executive Committee of the BH NGO Council, 2009/2010
- Member of the BH Civil Society Board, 2007 - 2009