

PERSONAL INFORMATION

Antonija Beuk

 Zajčeva 28, 10 000 Zagreb (Croatia)

 (+385) 1 243 15 17

 antonija@sumins.hr

WORK EXPERIENCE

01/02/2013–Present

Expert Associate

Croatian Forest Research Institute
Cvjetno naselje 41, 10 450 Zagreb (Croatia)
www.sumins.hr

Secure the performance of everyday administrative activities of the Office.

Actively participate in selected scientific activities of the Office, such as participation to scientific projects and publications, workshops and seminars.

Provide assistance to the every-day operations of the Office.

Secure organizational activities of the office, such as assistance in the organizations of seminars and workshops.

Secure dissemination of information related to the Office and its activities. Administration of conferences and projects. Online news editing. Administrator of web page.

EDUCATION AND TRAINING

17/12/2014–18/12/2014

The training session on the guidelines and processes on the electronic tool (e-COST)

European Cooperation in Science and Technology-COST, Brussels (Belgium)

Sending invitations through e-cost.

Encoding meetings and local organisational supports.

Dealing with the administrative process related to Action.

Encoding publications and dissemination activities.

10/10/2009–20/09/2012

Master of Engineering in Forestry (with honor)

University of Zagreb Faculty of Forestry
Svetošimunska 25, 10 000 Zagreb (Croatia)

01/09/2006–15/06/2009

University Bachelor of Engineering in Forestry

University of Zagreb Faculty of Forestry
Svetošimunska 25, 10 000 Zagreb (Croatia)

PERSONAL SKILLS

Mother tongue(s)

Croatian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	B2
German	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Prone to teamwork, communicative

Organisational / managerial skills Organized, detail oriented, and able to work in a fast-paced environment.

Job-related skills Creative thinking skills gained through brochures designing

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Proficient user	Independent user	Independent user	Independent user

Digital competences - Self-assessment grid

MS Office
 WordPress
 Image editing programs

Driving licence B

ADDITIONAL INFORMATION

Projects ERASMUS+ project, key activity 2- strategic partnerships in vocational education and training: Cooperation for innovative approach in sustainable forest management training (CIA2SFM), 1/9/2015-31/8/2018 – participant

COST TN1401 Capacity building in forest policy and governance in Western Balkan Region (CAPABAL), 2014-2018- MC substitute member and project administrator

Conferences "Natural resources, green technology and sustainable development" - GREEN2014; Zagreb, Croatia; 26-28.12.2014.