

PERSONAL INFORMATION **Branko Spasic**

 University of Novi Sad, Trg Dositeja Obradovica 6, 21000 Novi Sad, Serbia

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 spasicb@uns.ac.rs

Sex Male | Date of birth 17/08/1981 | Nationality Serbian

PROFILE My name is Branko Spasic, and I am a coordinator for international students. I have been working at the Faculty of Technical Sciences since 2008, and I am passionate about helping students from all over the world have a positive and enriching experience while studying in my country.

I hold a master's degree in Management Engineering, and I am constantly looking for new ways to expand my knowledge and skills. I find that working in faculty allows me to stay connected to the latest research and trends in my field.

When I am not at work, I enjoy spending time with my family and friends, reading and traveling. I find that exploring new cultures and meeting new people helps me to broaden my perspective and become a more well-rounded person.

Ask a person, I would describe myself as detail-oriented, organized and dedicated. I value hard work, honesty, and integrity, and I strive to embody these values in everything that I do.

My personal motto "Never stop learning." I believe that is always something new to discover, whether it's a new skill, a new idea, or a new way of looking at the world. In the future, I hope to continue working in academia and to make a positive impact on the lives of students from all over the world.

WORK EXPERIENCE

09/2004 – 01/2008

Manager

Responsible for day to day operations and managed various organizational and administrative tasks (midsize company of 150 employees).

Involved in operation making decision on a daily basis.

DOO "Max Bet" Kisačka 82, 21000 Novi Sad.

02/2008 – 02/2021

Referent for students questions

University of Novi Sad, Serbia

02/2021 – present

Coordinator for foreign students

University of Novi Sad, Serbia

EDUCATION AND TRAINING

- 2010 - 2011 **M.Sc. Industrial Engineering/Engineering Management**
University of Novi Sad, Serbia

- 2000 - 2005 **Faculty of Physical Education**
University of Novi Sad, Serbia

PERSONAL SKILLS

Mother tongue(s) Serbian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B2	B2	B2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills ▪ Good communication skills gained through my experience as a coordinator.

Organizational/managerial skills ▪ High ability to plan and organize work, delegate responsibility and supervise employee activities.

Digital skills

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

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

ADDITIONAL INFORMATION

Conferences

Organizer, ICEIRD, Novi Sad, May 2010
Lecturer, JCI Winter School, Novi Sad, 2010
Presenter, JUPITER, Belgrade, May 2009
Guest Speaker, etrgovina, Palić, May 2009.