



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) Tamara Mijovic Spasova
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E-mail tmspasova@analyticamk.org mijovic.t@gmail.com
Nationality Macedonian
Date of birth 29/06/1984
Gender female

Work experience

Dates: 14.07.2016-present
Occupation or position held: Working on Balkan monitoring public finances Project within the Public Policy Analysis and Administration Program
Main activities and responsibilities: Producing analysis and reports that enhance policy and administrative capacities by providing effective solutions to policy issues and challenges in the area of public administration reform. Conducting research, identifying problems and creating solutions for better policy-making process and public administration.
Name and address of employer: **Analytica Think Tank**, Albert Shvajcer 6 1000 Skopje
Type of business or sector: non-profit institution, public policy research organization and a "think tank"
Dates: 25.02.2009 – 13.07.2016
Occupation or position held: Junior Associate for Budget of Local Government, Unit for Budget of Local Government units, Budget and Funds Department
Main activities and responsibilities: Monitoring the performance of revenue and expenditures of the budgets local government units; examining, processing, analysing and evaluating data and beneficiaries` programs of funds from the budgets of local government units and adaptation of the proposed budgets of local government units with the projected consumption; preparing guidelines, views and suggestions on the preparation of budgets for local government units; participating in drafting the legislation on financing the local government units; preparing opinions for the programs, laws, decisions and materials from the Government and other national authorities.
Name and address of employer: **Ministry of Finance**, Dame Gruev 12 1000 Skopje
Type of business or sector: Public administration
Dates: 01.09.2008 – 20.02.2009
Occupation or position held: Authorized representative
Main activities and responsibilities: Providing education in investment funds, direct communication with all potential clients, financial markets analysis
Name and address of employer: **KD Fondovi AD Skopje**, Asset management Company, Partizanski odredi, 12A, 1-2/2 1000 Skopje
Type of business or sector: Financial institution – Investment Fund
Dates: 01.02.2008 - 01.09.2008

Occupation or position held: Assistant – internship
Main activities and responsibilities: Administrative work, correspondence with State authorities, doing translations, making agreements (contracts)
Name and address of employer: Legal consulting, Kuzman Josifovski Pitu 30/2-30 1000 Skopje
Type of business or sector: Legal consulting

Dates: 01.11.2007 - 31.01.2008

Occupation or position held: Assistant in financial analysis - internship
Main activities and responsibilities: Financial statement analysis, investment analysis, research
Name and address of employer: SPMG (South Balkan Private Equity management group), M.T.Gologanov 39 1000 Skopje
Type of business or sector: Financial institution - Private Equity Fund

Dates: 01.10.2006 - 30.12.2006

Occupation or position held: Agent in implementing debit cards – internship
Main activities and responsibilities: Activities about applying debit cards in the payment system
Name and address of employer: NLB Tutunska banka AD Skopje, 12 Udarna brigada bb 1000 Skopje
Type of business or sector: Bank

Dates: 01.06.2005 - 01.07.2005

Occupation or position held: Summer internship - assistant
Main activities and responsibilities: Operational financial transactions
Name and address of employer: NLB Tutunska banka AD Akopje, 12 Udarna brigada bb 1000 Skopje
Type of business or sector: Bank

Dates: 01.06.2004 - 30.09.2004

Occupation or position held: Assistant in financial department – summer internship
Main activities and responsibilities: Accounting
Name and address of employer: Trafik Intel International, Partizanski odredi 155 2/30 Gorce Petrov 1000 Skopje
Type of business or sector: Intel processor company

Education and training

Dates: 20.10.2008-10.06.2008

Title of qualification awarded: MBA in Finance
Principal subjects/occupational skills covered: Financial Management, Investments, Managerial accounting, Banking
Name and type of organisation providing education and training: University of Ljubljana, Faculty of Economics, CISEF
Level in national or international: 8,87 (out of 10)

Dates: 01.10.2003 - 31.05.2007

Title of qualification awarded: Bsc.in Economics, Financial management
Principal subjects/occupational skills covered: Investment analysis, Financial accounting, Financial management, Public finance, Monetary economy, Financial markets and institutions
Name and type of organisation providing education and training: University St.Cyril and Methodius-Faculty of Economics
Level in national or international: 9,32 (out of 10)

Dates: 01.09.1999 - 10.06.2003
Name and type of organization providing education and training: Rade Jovcevski-Korcagin, mathematic highschool
Level in national or international classification: 5,00 (out of 5)

Training

Date: 15.02.2016-18.02.2016
Title of qualification awarded: Workshop for assessment on the current budget process and capacity of the BC central level budget institutions - Twinning Project "Strengthening the medium term budgeting for effective public financial management"
Name and type of organization providing education and training: Ministry of Finance, Budget and Funds Department

Dates: 25.11.2015-27.11.2015
Title of qualification awarded: Workshop for assessment of financial position of municipalities in the country and evaluation of the situation and needs related to capacity development of local stakeholders – "Empowering Municipal Councils" Project
Name and type of organization providing education and training: Swiss Agency for Development and Cooperation

Dates: 25.11.2014-28.11.2014
Title of qualification awarded: Workshop for preparation of the National Programme for the Adoption of the Acquis - Revision 2015
Name and type of organization providing education and training: Secretariat for European Affairs, Government of the Republic of Macedonia

Dates: 10.05.2014-20.07.2014
Title of qualification awarded: Financial Programming and Policies Part 1: Macroeconomics Accounts and Analysis, Course of study offered by IMFx, an online learning initiative of the International Monetary Fund through edX.
Name and type of organization providing education and training: Institute for Capacity Development - International Monetary Fund

Dates: 04.12.2013-06.12.2013
Title of qualification awarded: Workshop for preparation of the National Programme for the Adoption of the Acquis - Revision 2014
Name and type of organization providing education and training: Secretariat for European Affairs, Government of the Republic of Macedonia

Dates: 12.09.2013-14.09.2013
Title of qualification awarded: "Negotiations in the EU"
Name and type of organization providing education and training: Secretariat for European Affairs, French Embassy, School for Public Administration (I'ENA)

Dates: 20.12.2011-22.12.2011
Title of qualification awarded: Good international practices for financing local government services and preparation of the municipal budget
Name and type of organization providing education and training: UNDP

Dates: 28.11.2011-30.11.2011
Title of qualification awarded: Training and Forum for fiscal transfers, local government expenditure needs and capacity for revenue collection
Name and type of organization providing education and training: "Social services for social development and cohesion" Project, UNDP and the Ministry of Finance of

providing education and training:	Republic of Macedonia
Dates:	26.05.2011-27.05.2011
Title of qualification awarded:	Training for public debt management and implementation of systems for public debt management
Name and type of organization providing education and training:	Municipal Services Improvement Project - World Bank and Ministry of Finance of Republic of Macedonia
Dates:	05.04.2011-06.04.2011
Title of qualification awarded:	Training for local government borrowing
Name and type of organization providing education and training:	Crown Agents Foundation
Dates:	15.03.2011-17.03.2011
Title of qualification awarded:	Local Government Seminar
Name and type of organization providing education and training:	European Commission (TAIEX), Brussels
Dates:	01.11.2010-30.11.2012
Title of qualification awarded:	Issuance of municipal bonds (participation in the preparatory activities for the issuance of municipal bonds) Training in the Ministry of Finance of Republic of Macedonia, the Republic of Croatia and Republic of Srpska
Name and type of organization providing education and training:	USAID, Ministry of Finance of Republic of Macedonia, Ministry of Finance of Republic of Croatia and Ministry of Finance of Republic of Srpska
Dates:	03.06.2010 – 03.07.2010
Title of qualification awarded:	"The introduction of ESA 95 methodology and preparation for multi-annual budgeting process"
Name and type of organization providing education and training:	EU - ASA Institute for Sector Analysis and Consulting - Skopje
Dates:	01.10.2009 – 01.11.2009
Title of qualification awarded:	Negotiations with the World Bank (IBRD) for DPL Project (Project Development Policy) and CCT Project (Conditional Cash Transfer)
Name and type of organization providing education and training:	World Bank and Ministry of Finance of Republic of Macedonia
Dates:	20.09.2008 - 20.12.2008
Title of qualification awarded:	Marketing agent
Name and type of organization providing education and training:	IN Dizajn Studio
Dates:	01.09.2008 - 20.09.2008
Title of qualification awarded:	Investment agent
Name and type of organization providing education and training:	KD Fondovi AD Skopje-Investment fund
Dates:	01.09.2001 - 01.06.2001
Title of qualification awarded:	Educational training "learning law"
Name and type of organization providing education and training:	Youth educational forum

Personal skills and competences

Mother tongue(s) Macedonian

Other language(s)

Self-assessment

European level (*)

English

German

Serbian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
B1	Independent User	B1	Independent User	B1	Independent User	B1	Independent User	B1	Independent User
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences Ability to work in a team, outgoing person without prejudice, cooperative and very flexible

Organisational skills and competences Expressed leadership ability, open to new ideas and challenges, highly motivated and ambitious

Technical skills and competences Very good research and financial analysis (I was working on a investment project)

Computer skills and competences Excellent command of Microsoft Word, Excel, Power Point and Internet

Artistic skills and competences Playing piano – skill gained through visiting music school

Other skills and competences Skiing, swimming, traveling, reading books, etc

Driving licence Category B