

Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Elena Petrovska**

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Nationality Macedonian

Date of birth 26/09/1982



Work experience

Dates	02/2014 – present
Occupation or position held	Space and event management
Main activities and responsibilities	Creating, supporting and implementing the program of Coworking Slovenia; tourism business programs development, managing the info desk and hosting; space management and event logistics
Name and address of employer	Coworking Slovenia - Poligon Creative Center, Tobacna 5, 1000 Ljubljana, Slovenia
Type of business or sector	Co-working space, Crowd-funding platform
Dates	02/2013 – present
Occupation or position held	Project manager
Main activities and responsibilities	Project managements, from ideation to implementation; developing the entrepreneurial spirit among youth in Slovenia, mainly through trainings and facilitation; creative tourism projects; promoting digital literacy among youth to fight unemployment
Name and address of employer	Mladi Info Slovenija, ul. Bratov Komel 26, 1320 Ljubljana, Slovenia
Type of business or sector	Youth empowering NGO, part of European network Mladi Info International
Dates	13/04/2011 – 20/04/2012
Occupation or position held	Assistant Sales Manager
Main activities and responsibilities	Sales operations including: booking and servicing groups, meeting rooms and conferences, customer care, general administrative functions while providing exceptional customer service to guests and clients of the hotel. Marketing: Promoting the hotel's services and offers, development custom-made service packages, maintaining Hotels Drim brand
Name and address of employer	INEX DRIM Hotel Company 51, Kej Boris Kidric, 6330 Struga (Macedonia)
Type of business or sector	Tourism and Hospitality
Dates	28/01/2010 - 06/04/2011
Occupation or position held	Executive Director
Main activities and responsibilities	Responsible for planning, implementing, monitoring of the programs, projects and activities of the Action plan from the Strategy for development of tourism in Bitola 2009-2014 as well as financial projection and planning.
Name and address of employer	Municipal Foundation "Center for tourism development" 7, Tomaki Dimitrovski, 7000 Bitola (Macedonia)

Type of business or sector	Tourism and Destination management
Dates	15/05/2006 - 01/01/2010
Occupation or position held	Assistant Manager
Main activities and responsibilities	Ensuring that the centre is well presented, organized, easy to use and accessible; communicating information to members of public; dealing with inquiries in person and by post, e-mail and phone; operating accommodation and other booking services; gathering information about and working with local business and visitor attractions; providing support for the marketing and tourism development service by supplying TIC data as well as working closely with the local departments connected to tourism; preparing reports, organizing rotas and attending meetings; updating the local tourism portal; publicizing the centre's services, and assisting with the marketing of local amenities; doing tourism needs researches.
Name and address of employer	Tourist Info Centre 1, Sterjo Gjorgiev, 7000 Bitola (Macedonia)
Type of business or sector	Tourism and Destination management
Dates	01/06/2008 - 01/09/2008
Occupation or position held	Survey conducting
Main activities and responsibilities	Member of the team responsible for creating and carrying out the research on tourism conditions for the purpose of creating the Strategy for development of tourism in Bitola 2009-2014. Also, member of the working groups for creating the Strategy.
Name and address of employer	European funded project under the CARDS program (Multimpex - business consulting company)) 38, Leninova, 7000 Bitola (Macedonia)
Type of business or sector	Strategic planning
Dates	01/07/2008 - 01/08/2008
Occupation or position held	Tourism advisor
Main activities and responsibilities	Member of the working groups for development and creation of the Program for development of Pelagonia Region regarding the tourism in this region.
Name and address of employer	PREDA - Pelagonia Regional Development Agency 5, Ivo Lola Ribar, 7500 Prilep (Macedonia)
Type of business or sector	Strategic planning
Dates	01/02/2006 - 01/05/2006
Occupation or position held	Tourist agent
Main activities and responsibilities	Responsible for outgoing tourism, selling packet arrangements and plain tickets.
Name and address of employer	Liquid Travel, Tourist agency 28, Leninova, 7000 Bitola (Macedonia)
Type of business or sector	Tourism and Travel
Dates	01/02/2003 - 01/09/2003
Occupation or position held	Survey conducting
Main activities and responsibilities	Part of the team responsible for carrying out research on tourism conditions needed for creation of the General Master Plan for development of Pelister mountain.
Name and address of employer	European Agency for Reconstruction
Type of business or sector	Tourism research
Education and training	
Dates	15/09/2012 → present
Title of qualification awarded	MA. Candidate

Principal subjects / occupational skills covered	Marketing Management (Major: Services Marketing/Design Thinking/Creative tourism development)
Name and type of organisation providing education and training	University of Maribor - Faculty for Economics and Business 14, Razlagova, 2000 Maribor, Slovenia
Dates	04/03/2013
Title of qualification awarded	MSc.
Principal subjects / occupational skills covered	Tourism Management (Development of Eco tourism and other alternative forms of tourism)
Name and type of organisation providing education and training	Faculty for Tourism and Hospitality 95, Kej Marsal Tito, 6000 Ohrid (Macedonia)
Dates	01/09/2001 - 10/07/2006
Title of qualification awarded	Manager of Tourism (GPA 9.16)
Name and type of organisation providing education and training	Faculty for Tourism and Hospitality 95, Kej Marsal Tito, 6000 Ohrid (Macedonia)
Dates	01/09/1997 - 01/06/2001
Title of qualification awarded	High school Diploma
Principal subjects / occupational skills covered	Social sciences course (GPA 5)
Name and type of organisation providing education and training	"Josip Broz Tito" (State Gymnasium) Boulevard 1vi Maj, 7000 Bitola (Macedonia)
Dates	15 – 25/03/2014
Title of qualification awarded	Certified CEFE trainer and facilitator (I-st phase)
Principal subjects / occupational skills covered	Creating entrepreneurship through forming entrepreneurs, CEFE methodology
Name and type of organisation providing education and training	CEFE Macedonia
Dates	October – November 2013
Title of qualification awarded	
Principal subjects / occupational skills covered	Trainings on developing social entrepreneurship, social business models
Name and type of organisation providing education and training	CAAP Maribor, Zavod PIP Maribor, Slovenia
Dates	01 - 03/09/2013
Title of qualification awarded	Certificate of participation
Principal subjects / occupational skills covered	Young Bled Strategic Forum 2013: The clash of generations
Name and type of organisation providing education and training	Ministry of Foreign Affairs, Slovenia
Dates	04/10/2011 - 05/10/2011
Title of qualification awarded	Certificate of participation
Principal subjects / occupational skills covered	Customer care Training

Name and type of organisation providing education and training	European Union funded project: "Promoting business woman enterprises". Macedonian Enterprise Development Foundation 1000 Skopje (Macedonia)
Dates	19/03/2012 – 29/03/2012
Title of qualification awarded	Participation Certificate
Principal subjects / occupational skills covered	Training for trainers in the field of rural tourism
Name and type of organisation providing education and training	Center for International Cooperation – MASHAV, Israel and Local Development Agency, Struga
Dates	20/09/2010 - 25/09/2010
Title of qualification awarded	Participation Diploma
Principal subjects / occupational skills covered	Regional Marketing Training: Branding of products and regions
Name and type of organisation providing education and training	Deutsche Gesellschaft fur Technische Zusammenarbeit (GTZ) GmbH/ InWEnt International Training Center Zchortau, Leipzig (Germany)
Dates	01/08/2007 - 01/09/2007
Title of qualification awarded	Certificate of participation
Principal subjects / occupational skills covered	Professional Training: Tourism promotion for the countries from the South East Europe.
Name and type of organisation providing education and training	JICA (Japan International Cooperation Center)/ Tokyo and Supporo International Centers Tokyo and Sapporo (Japan)
Dates	01/12/2005 - 01/01/2006
Principal subjects / occupational skills covered	Practical training for studying the Amadeus - system for booking plain tickets.
Name and type of organisation providing education and training	Ermira&Haledon Travel, Tourist agency 17, JNA, 6330 Struga (Macedonia)
Dates	01/07/2004 - 31/08/2004
Title of qualification awarded	Certificates of finished training
Principal subjects / occupational skills covered	Student skills training organized in the city of Kielce, Poland in the following Hotels: ECHO, LYSOGORY, EXBUD, JASKINJA RAJ and STELLA.
Name and type of organisation providing education and training	Wysza Skola Turistyka Regionalna Gospodarka i Zaradzania w Kielcach Kielce (Poland)
Dates	01/03/2004 - 01/04/2004
Principal subjects / occupational skills covered	Student skills development training
Name and type of organisation providing education and training	Faculty for Tourism and Hospitality 95, Kej Marsal Tito, 6000 Ohrid (Macedonia)

Personal skills and competences

Analytical thinking, self-awareness, self-discipline, demonstrating initiative, social responsibility

Mother tongue(s) **Macedonian**

Other language(s)

Self-assessment

Understanding

Speaking

Writing

European level (*)

English
Slovenian
Bulgarian
Serbian

	Listening		Reading		Spoken interaction		Spoken production		
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C1	Proficient user	C1	Proficient user	B2	Advanced	B2	Advanced	B2	Advanced
A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User
A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences

Networking, communication skills, persuading skills, motivating others, team work

2010 - present

Member of the Managing Board of the Centre for European development and integration, Bitola (NGO).

10/2007 - 10/2011, Member of the Executive Body of the Macedonian - Japanese Alumni Association - "MAK - JAMS".

09/2004 - 09/2006, Member of the University "St. Kliment Ohridski" - Bitola Senate on the behalf of the students.

Computer skills and competences

Basic PC administration and maintenance, Windows XP, Microsoft Office & Internet

Other skills and competences

Scientific work:

- 10-12 October 2003 participation on the conference for TEMPUS PHARE project JEP15007.
- 25-30 April 2005 participation on the First Student International conference „Cultural Heritage of Europe“ held in Kielce, Poland, paper title "Cultural heritage as part of the tourist offer of the Bitola region", awarded with a special diploma.
- Accepted paper with title: "Sustainable development of tourism and ecotourism in National Park Pelister" for the International Congress in Opatija, Croatia, May 2006.
- Accepted paper with title: "Monasteries as a factor for rural tourism development in Macedonia", for the International Conference EuroCHRIE, Greece, October 2006.
- Accepted paper with title: "The role of Local self Government Bitola in development of tourism in the town", for the International Congress in Opatija, Croatia, May 2008.
- Accepted paper with title: "Local Government in developing urban tourism", for the International Conference in Portoroz, Slovenia, May 2008.
- Accepted paper with title: "Participants in the ecotourism activity and eco-tour planning", for the International Congress in Rhodes, Greece, April 2009. This paper was chosen to be published in the International Tourism Journal - Turismos.
- Accepted paper with title: "Challenges of sustainable tourism management at local level in Republic of Macedonia: the case of the city of Bitola", for the International Conference EuroCHRIE, Dubrovnik, Croatia, October 2011.
- Co-author of the paper: "Sensitive characteristics as important elements of gastronomy quality" for the International Conference TEMPUS 17121/2002, Greece, June 2006.
- Co-author of the paper: "Food and beverage quality as a factor for gastronomy offer development" for the International Conference EuroCHRIE, Greece, October 2006.
- Co-author of the paper: "Special fine baked goods – Briosi, as a healthy food in the gastronomy offer", for the international Congress in Rhodes, Greece, April 2009.
- Co-author of the paper: "GPS log analyses for round tour activity", for the International Conference ICT Innovations 2009 in Ohrid, Macedonia, September 2009.

Additional information

References supplied on request.

