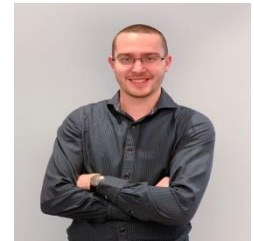


# CURRICULUM VITAE

1. **FAMILY NAME:** Burcak
2. **FIRST NAME(S):** MARKO
3. **DATE OF BIRTH:** 15 MARCH 1994
4. **NATIONALITY:** SERBIAN
5. **CIVIL STATUS:** SINGLE



**6. EDUCATION:**

|        | Institution [Date from - date to]:                                | Degree (s) or Diploma (s) obtained:             |
|--------|---|---|
| Edu. 1 | University of Novi Sad, Faculty of Law (2017 – 2019)              | <b>Master's Degree in Law, Internal Affairs</b> |
| Edu. 2 | University of Belgrade, Faculty of Security Studies (2013 – 2017) | <b>Bachelor's Degree in Security Studies</b>    |

**7. LANGUAGE SKILLS:** Indicate competence on a scale of 1 to 5 (1 - excellent, 5 - basic)

| Language | Reading       | Speaking | Writing |
|----------|---------------|----------|---------|
| Serbian  | Mother Tongue |          |         |
| English  | 1             | 1        | 1       |
| Spanish  | 4             | 5        | 5       |

**8. Membership of professional bodies:** Association for the International Development of Academic and Scientific Collaboration (AIDASCO)

**9. OTHER SKILLS:** Full Computer Literacy (Windows XP, 7, 8, 10; MS Office - Word, Excel, Power Point; Internet - everyday, private, business; Adobe Acrobat Reader)

**10. KEY QUALIFICATIONS:**

- 1 year international experience working in the Hospitality Management
- 1 year experience working in the Management Consulting Industry
- **Skilled in:** Project Management, Business Development, Human Resources, Security, Public Relations, International Relations, Politics, Analytical skills, Project Planning, Project Implementation, Internal Affairs, Negotiations, Communication
- **Personal Abilities:** Excellent skills in communication and organization, Great ability to work with people, Ability to work under pressure, Ready to give my best and full dedication for work, Team player, Leader, Experience in organizing

**11. SPECIFIC EXPERIENCE IN THE REGION:**

| Country:             | Date from/to: |
|----------------------|---------------|
| <b>Serbia</b>        | 2019 – 2020   |
| <b>United States</b> | 2018 - 2019   |

**12. PROFESSIONAL EXPERIENCE (SELECTION OF THE MOST RELEVANT EXPERIENCE) :**

| Ref. 1           | Date  | Location         |   |
|------------------|---|------------------|---|
|                  | August 2019 – July 2020   | Belgrade, Serbia |   |
| Company          | <b>Evropska Konsalting Grupa LLC Belgrade</b>   | Position         | <b>Project/Implementation Assistant, Internship Trainee</b> |
| Reference Person | <i>Rados Dabetic Project Director, email: rados_dabetic@ecg.rs phone: +381 69 17 22 960</i> |                  |   |

During his work as **Internship Trainee** Mr. Burcak was working in the Business Development Department as well as in Implementation Department. In the BD department Marko main responsibilities were: helping BD Manager and Assistant in preparing tender's procedure, finding the appropriate experts (Team Leader, Key and Non-Key experts) for the projects, preparing administrative documents, participating in the negotiations with partners and evaluating the experts. In the Implementation Department his job was to assist Project Manager and Project Director in implementing the ongoing projects.

As **Implementation Assistant** he was actively engaged in implementation of the following EU founded projects:

1. **Improving Capacities of the Prison Administration in the area of Alternative Sanctions, Post Penal care and Penal healthcare** - EUROPEAID/138440/DH/SER/RS – SERBIA
2. **Support to implementing anti-corruption strategies in Bosnia and Herzegovina** - EUROPEAID/139068/DH/SER/BA – BOSNIA AND HERZEGOVINA
3. **Legal aid, assistance and dissemination of information necessary for ensuring the protection and exercising of rights of Internally displaced people (IDPs), refugees and returnees** - EUROPEAID/139294/DH/SER/RS – SERBIA

His main job responsibilities were:

- Managing the projects (drafting contracts with experts, negotiating with experts on their fee, monitoring of experts timesheet's and invoices, communicating and keeping good relations with experts and partners)
- Finance management (working closely with Finance Manager in the range of project cost monitoring, ensuring regular collection of liabilities and audit preparation)
- Preparing and tailoring CV's of experts
- Preparing meetings, accompanying material and writing meeting minutes
- Participating in the project's workshops, trainings

| Ref. 2           | Date   | Location                  |  |
|------------------|--|---------------------------|--|
|                  | May 2018 – April 2019  | Gatlinburg, United States |  |
| Company          | <b>Hampton Inn</b>   | Position                  | <b>Assistant Executive Housekeeper</b> |
| Reference Person | <i>Lori Messer, Property Manager, email: lorimesser@hilton.com phone:+1 865 436 4878</i> |                           |  |

Running the entire housekeeping department together with Executive Housekeeper, which includes:

- Assigning duties to employees (housekeepers, houseman and laundryman),
- Supervising and controlling their work
- Improving and advancing interpersonal relations among employees
- Interviewing new applicants for the job
- Participating in the decision making board

During the period of Mr. Burcak employment, with the help of all employees, from workers to top management, hotel managed to raise its rating almost three times.

# CURRICULUM VITAE

|  |  |                            |                 |                               |
|--|--|----------------------------|-----------------|-------------------------------|
| <b>Ref. 3</b>  | <b>Date</b>  | December 2019 – April 2020 | <b>Location</b> | Gatlinburg, United States     |
| <b>Company</b>   | <b>Black Bear Inc. (Luigi's)</b>   |                            | <b>Position</b> | <b>Food Service Attendant</b> |
| <b>Reference Person</b>  | <i>Abe Malyani, Managing Director, email: luigispizzatn@gmail.com phone: +1 865 430 0039</i> |                            |                 |                               |
| Main tasks and responsibilities:   |  |                            |                 |                               |
| <ul style="list-style-type: none"><li>- Receiving food and drink orders</li><li>- Preparing orders</li><li>- Serving guests</li><li>- Keeping the work area clean and neat</li><li>- Doing the prep. job</li><li>- Managing the cash register</li><li>- Hosting the guests</li><li>- Communicating with guests</li></ul> |  |                            |                 |                               |

|   |   |                            |                 |                           |
|---|---|----------------------------|-----------------|---------------------------|
| <b>Ref. 4</b>   | <b>Date</b>   | June 2018 – September 2018 | <b>Location</b> | Gatlinburg, United States |
| <b>Company</b>  | <b>Bubba Gump Shrimp Company</b>  |                            | <b>Position</b> | <b>Host</b>               |
| <b>Reference Person</b>   | <i>Eric Yeager, General Manager, email: eyeager@ldry.com phone: +1 865 257 7690</i> |                            |                 |                           |
| Main tasks and responsibilities:  |   |                            |                 |                           |
| <ul style="list-style-type: none"><li>- Pleasant welcoming to the guests</li><li>- Sitting the guests in the restaurant</li><li>- Taking care for their needs during their stay</li><li>- Working together with the entire host team to ensure host department is functioning properly</li><li>- Working closely with the management team</li></ul> |   |                            |                 |                           |

## 12. Other Relevant Information:

### Seminars/trainings/other

- Winter school of international relations – Institute for international affairs and economic, Belgrade, February – March 2017.
- "Security for everyone" – Association of students of Faculty of security studies, Zlatibor, March 2016.
- "Simulation of work local headquarters under emergency situations" – Conference of cities and towns, Belgrade, February 2016.
- "Negotiations in emergency situations" – Innovation center of Faculty of security studies, Belgrade, December, 2013.
- Driving license B category