

PERSONAL INFORMATION Mateja Jamnik



- Jakopičeva ulica 10, 1000 Ljubljana, Slovenia
- 00386 (0) 41 787 228
- mateja.jamnik@telemach.net
- mateja.jamnik2

Sex Female | **Date of birth** 16/09/1976 | **Nationality** Slovenian

ABOUT ME

I would be happy to strengthen your team with my analytical skills, creative solutions and flexibility at work. I am a highly motivated independent, problem-solving person with twenty-three years of working experience in management, editing, publishing, communication and finances. I have a high level of sense for rightfulness and an almost endless will in changing the world to be a better place for all.

WORK EXPERIENCE

10.6.2013 – today

President and EU project manager of Jasa Association (NGO and publishing house; www.onezimosvet.si)

- 1. President of NGO** (organisation of work, financial management, human resource management, public relations, cooperation with eminent representatives of society: politicians, artists, intellectuals ...)
- 2. International project manager** in EU funded projects *Interreg, DG Home, Erasmus +* (11 successfully implemented projects from the fields of smart specialisation, human rights, culture, women & migrant empowerment, environmental protection and animal protection, business ethics...) Implementing whole project cycle: preparation, implementation, reporting, organization of events, communication...
List of the most relevant projects:
 - Interreg CENTRAL: SMART_watch project: <https://www.interreg-central.eu/Content.Node/SMART-watch.html>
 - EU DG HOME: EnFem project: <http://www.enfem.eu/>
 - Erasmus+ On the meadow of the wisdom 2019–1–SI01–KA104–060193
 - Erasmus+ Many Stories, One Conclusion 2018–3–PL01–KA105–061010
 - Erasmus+ Green goes global, 2019–1–PL01–KA105–064359
 - Erasmus+ Mutual Share 4 Women Care 2019–1–IT01–KA202–007410
- 3. PR, marketing and communication** (editing websites and social media, writing blogs, preparing materials for the media, doing emailing marketing ...)
- 4. Fundraising** (Independent financial management, acquisition of thousands of deals with more than 500 companies, more than 100 municipalities, 500 schools & kindergartens, 70 libraries, Ministries of Education, Culture, Environment and Agriculture ...)
- 5. Organizer of public events** (230 smaller at and 46 larger public events with more than 20.000 participants; literary evenings, round tables, workshops, exhibitions, promotional events, competitions ...)
- 6. Editorial work & publishing activities** (*Jasa Association* has published 25 books in a total circulation of 87.500 books; all books are available in all public libraries and schools); Editor of the books *Dressing and Fashion; Neža's path; The gentle Heart; The Earth has a Heart, Time for tea*
- 7. Writing** of author articles and researches
- 8. Teacher**, trainer and moderator in different workshops

Vice-president of Jasa Association

Fund raising (private, public, donations, tenders...)
Publishing books, editorial work, management and distribution.
Administration, financial management, human resources
Media relations, PR, writing articles for press.

1.4.1997 – 9.6.2013

Internship - professor of philosophy at the secondary school

Employer: *First Gymnasium Maribor* (Maistrov trg 1, Maribor)
 Activities: Teaching 240 high school students (17-18 years), preparing students for the final exam, leading an interest group once a week, writing philosophical essays, participating in professional meetings of teachers, helping with national competition in philosophy and evaluating of students works.

1.9.2005 – 30.6.2006

Teaching children with learning difficulties

Employer: *Association Friends of Youth Moste-Polje* (1 Proletarska cesta Ljubljana)
 Activities: work with children, preparation of didactic learning materials, curriculum design, psychosocial help ...

1.9.2005– 30.6.2006

EDUCATION

- 1.10.2003 – 14.9.2009 **Masters of Philosophy (M.Sc. Phil)**
 Mentor: acad. prof. dr. Tine Hribar
 Scientific title: M.Sc. in the field of history of philosophy and phenomenology
 Higher education: *Faculty of Arts* (Ljubljana Aškerčeva 2)
26. 9. 2006 **National certificate for professional educator**
 National Office: *Ministry of Education* (Masarykova cesta 16 Ljubljana)
- 1.10.2004 – 20.5.2005 **Pedagogic-andragogic professional education**
 Higher education: *Faculty of Arts* (Ljubljana Aškerčeva 2)
- 1.10. 1994 – 8.9.2003 **University study of Philosophy (B.Sc. Phil)**
 Mentor: Assoc. prof. dr. Lev Kreft
 Scientific title: graduate philosopher
 Higher education: *Faculty of Arts* (Ljubljana Aškerčeva 2)
- 1.9.1991 – 30.6.1995 **High school education – language course**
 Education: high school graduate
 High School: *First Gymnasium Maribor* (Maribor Maistrov trg 1)

TRAININGS

- 14.9.2020 – 22.9.2020 *Job shadowing* VUC Roskilde, Denmark
- 19.10.2019 – 1.11.2019 *The Transformation Game®. Facilitators Training*, Findhorn College, Scotland (certificate for international moderator)
- 8.2.2013 – 8.3.2013 *Educational course for teachers: Sustainable Development*, Findhorn foundation, Findhorn – Scotland
- 14.12.2009 *Workshop: Fundraising for nongovernmental organizations*, CNVOS Ljubljana
- 15.9.2009 *Conference: Environmental Educational Programs* Poljčane, ERTC Celje
- 15.5.2008 *Consultation for kindergartens: Alternative approaches to education*, Centre for pedagogical activity Ljubljana
- 21.1.1996 *Course: Fundamentals of tourist guide for tourism*, Development company doo SI. Bistrica

PERSONAL SKILLS

Mother tongue(s) Slovenian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Srbo-croatian	C2	C2	C1	C1	C1
German	B1	A2	B1	A2	A2
Italian	A2	A2	A2	A2	A2

Replace with name of language certificate. Enter level if known.

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

Specific skills Project preparation: selection of appropriate funding call, partner search, project writing & submission
 Project implementation: negotiation and contracting phase, project management, organisation and participation of project meetings, communication with project team, organization of work, writing deliverables, reporting, project communication and dissemination, using social media and editing web sites, storytelling, managing capitalisation activities.
 Financial management: reporting, EMS knowledge, checking of financial tables

Communication skills Ability to communicate, participate and team work; general visibility, analytical and creative thinking, ability to communicate with experts from various educational areas, establishing and maintaining a partnership with other users (local community, consulting companies, national administration, business companies ...); a research approach and a focus on problem solving, a responsible guiding of professional development

Organisational / managerial skills Organizing public events, seminars, round tables, press conferences. Facilitation skills, leadership skills, problem-solving skills, understanding individual values and value systems, knowledge of educational and educational concepts (their philosophical and historical foundations) and institutional frameworks of work (legislation), interdisciplinary linking of content.

Job-related skills Use of information and communication technology (ICT) in professional environments

Digital skills

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

Levels: Basic user – Independent user – Proficient user
 Digital competences – Self-assessment grid

good command of office suite (word processor, spread sheet, presentation software)
 good command of photo editing software gained as an amateur photographer

Other skills Photography, filmography, aesthetics, design thinking, tourism and sport.

Driving licence B category

ADDITIONAL INFORMATION

- Publications
- Presentations
- Honours & awards
- References
- Reference persons

Honours and awards:

- For innovation in mentoring (*Finance magazine* and *ASI - Slovenian Inventors' Centre*)
- For voluntary work (recognition of *President of the Republic*, *Youth Council of Slovenia* and from *Viva magazine*)
- For the professional development - first prize *The Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes* (CMEPIUS).

Media references

- Interview in the *Bukla* [With a good book to the meaning of the life](#)
- Interview, TV Slovenia, *Dobro Jutro*: [What kind of Slovenia you are dreaming of](#)
- Interview in the newspaper *Vestnik* [A good book as a map for a labyrinth of life](#)
- Interview Radio Maribor, *Radijska Tribuna Slovenia* [has a heart](#)
- Interview Radio Maribor, *Valovanje besed* [Man about a dog – dog about a man](#)
- Interview portal *24kul.si*: [What is a good book for children](#)

Social networks

Mateja LinkedIn: <https://www.linkedin.com/in/mateja-jamnik-382906b4/?ppe=1>
 Mateja FB: <https://www.facebook.com/mateja.jamnik.395>

Reference persons

Darko Ferčej, Head of *E-institut* (www.ezavod.si/en/); darko@ezavod.si; tel: +386 31 214 276
Mariska Pronk, manager at *Pronk&Training*; mariska@pronkentraining.nl; tel. +31 6 127 895 81