

## PERSONAL INFORMATION **Mateja Jamnik**



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**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-four years of working experience in management, editing, publishing, communication and finance. I have a deep sense of rightfulness and an almost endless desire to change the world for the better.

### WORK EXPERIENCE

10.6.2013 –  
today

#### **President and EU project manager of Jasa Association** (NGO and publishing house; [www.onezimosvet.si](http://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 etc.)
2. **International project manager** in EU funded projects such as *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 etc.) Implementing whole project cycle: preparation, implementation, reporting, organisation of events, communication etc. 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 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, carrying out email marketing etc.)
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 etc.)
5. **Organiser of public events** (230 smaller and 46 larger public events with more than 20,000 participants; literary evenings, round tables, workshops, exhibitions, promotional events, competitions etc.)
6. **Editorial work & publishing activities** (I have coordinated the publishing of 25 books by the *Jasa Association* with a total circulation of 87,500 books; all of the 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 research papers
8. **Teacher**, trainer and moderator in different workshops

#### **Vice-president of the Jasa Association**

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

1.4.1997 –  
9.6.2013

#### **Internship - professor of philosophy at a secondary school**

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

1.9.2005 –  
30.6.2006

1.9.2005–  
30.6.2006

#### **Teaching children with learning difficulties**

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

**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**

- 2.11.2020 – 12.12.2020 *The Cycle: Management of Successful Arts and Cultural Organisations, University of Maryland (US) - online*
- 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 non-governmental organisations, 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 d.o.o., Sl. Bistrica*

**PERSONAL SKILLS**

Mother tongue Slovenian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Serbo-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, organisation 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 work as part of a team; 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 etc.); a research approach and a focus on problem solving, responsible guiding of professional development

**Organisational / managerial skills** Organising public events, seminars, round tables, press conferences. Facilitation skills, leadership skills, problem-solving skills, understanding individual values and value systems, knowledge of education 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** Classical literature, filmography, photography, tourism and sport (mountaineering, cycling, fitness, dancing).

**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 professional development - first prize *The Centre of the Republic of Slovenia for Mobility and European Educational and Training Programmes* (CMEPIUS).

**Media references**

- Interview in *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 the 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 on the 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/](http://www.ezavod.si/en/)); [darko@ezavod.si](mailto:darko@ezavod.si); tel: +386 31 214 276  
**Mariska Pronk**, manager at *Pronk & Training*; [mariska@pronkentraining.nl](mailto:mariska@pronkentraining.nl); tel. +31 6 127 895 81