

PERSONAL INFORMATION

Miljenka Mužar Sertić

 Mihaljekov Jarek 36A, 49 000 Krapina (Hrvatska)
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 miljenka.muzar@kzz.hr, miljenka.muzar@gmail.com
 Sex Female | Date of birth 01/03/1982 | Nationality Croatian

WORK EXPERIENCE

- 2010–Present** Krapina-zagorje County, Administrative department for health, social welfare, NGOs and youth
 Senior Associate for welfare
- 2009.-2010.** Social Welfare Centre Zabok
 Social worker on jobs of general social work
- 2008.–2009** Social Welfare Centre Krapina
 Trainee
- 2004. – 2006.** M.P.M. ltd
 Accountant

EDUCATION AND TRAINING

- 2000–2007** Faculty of Law in Zagreb Department of Social Work
- 1996–2000** High school Krapina - Grammar school

PERSONAL SKILLS

Mother tongue(s) Croatian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
German	B1	B1	B1	A2	B1

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

Communication skills - good communication skills gained through work on jobs which include daily collaboration with other institutions
 - good negotiated skills

- motivated, responsible, devoted and persistent, independent
- commitment to achieving the goal sets
- focus on associating and cooperation and teamwork

Organisational / managerial skills - coordination - years of experience in connecting and coordinating activities of institutions and associations, as well as expertly and advisory departments

Other skills - good dealing Microsoft Office tools
- good dealing Internet and E-mail tools

Driving licence B

ADDITIONAL INFORMATION

Contribution in preparing and implementation several national and European projects in a domain of social welfare

Contribution in preparing acts in domain health and social welfare

Advisory and coordination support in expertly and advisory departments in a domain for health and social welfare

President of Governing council Correctional home Bedekovčina, at the moment in mandate (2012. – 2016.)

Contribution in education within project MSPY Supporting the system social welfare in process of further transformation - work group for social planing in Krapina-zagorje County,

Member or contribution on several expertly and advisory departments in area of health and social welfare in a domain Krapina-zagorje County

Several education and programs in a domain of social planing, developing civil association and management