

Dajana Damjanovic - Curriculum Vitae

Contact details

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Summary

Psychologist, coach, and learning and development expert. Passionate about people and organizational development. Proficient at career planning, competencies development, leadership, and organizational culture development. Experienced in creating system/procedures required by ISO/IATEF standards, training systems/curriculums, and teams development.

"Witnessing unpredictable process of revealing human potentials and growth of individuals and groups inspires me. Continuous learning and improvement as principal drives my working style and personal development. My mission is to be devoted in creating frames that provoke learning and people engagement."

Work experience

March 2017 – present – **Performance and career development coach**

February 2018 – March 2019 – **HR Manager, Lear Corporation Serbia** (automotive, manufacturing, 2.700+ employees)

- Reports: 11 direct + 10 indirect + 29 technical trainers (in total 50)
- Sourcing, hiring, and onboarding trainings for hourly and salaried employees (1.500+ hired in 2018)
- Leading Employer branding campaigns
- Retention and engagement program designed and implemented
- Development and performance evaluation management for hourly and salaried employees (implemented 100%)
- Ensuring payroll is done according to labor law and internal policies, developing C&B packages, assist with salary review processes when required
- Ensuring compliance with Labor Law and other law regulations related to employment
- Ensuring implementation and compliance with Lear HR procedures, IATF and SOX requirements
- Cooperating with Trade Unions (The first collective agreement negotiated in 2018)
- Preparing budgets (heads and over heads) & HR KPIs reports
- Reporting to HR Country manager for Serbia and Macedonia and Plant manager

Jun 2016 – February 2018 – **T&D supervisor and leader, Lear Corporation Serbia**

- Reports: 2 direct + 29 indirect
- Designed and implemented entire training system and procedures, including onboarding and development programs for hourly and salaried employees according to IATF/ISO standards and related HR procedures
- Coordinating annual appraisal process
- Implementing corporate career and development programs
- Preparing HR part for IATF audit for certification (certificate obtained)
- Coordinating internal promotions program and internal recruitment process (leading it 6 months)
- Developed recruitment team and system for mass recruitment of direct staff (leading the team for 4 months)
- Reported to HR manager

November 2013 – Jun 2016 - **Training and Development Expert, NIS j.s.c Novi Sad** (oil&gas industry, 10.000 employees)

- Developed and implemented e-learning program
- Organizing corporate soft skills training programs
- Leading onboarding program and conducting group induction trainings
- Coordinating succession planning program (up to 300 people)
- Coordinating leadership development program for high potentials (80 people/2 generations successfully completed)
- Developing training materials (training design, materials, evaluation tools)
- Created Training and development standard according to ISO requests
- Coordinating internship program (100 students, 6 months)
- Organizing training programs for technical competencies for finance, legal, sales, procurement, HR, and organization design functions (collecting needs, finding suppliers, budget tracking, doing training evaluation, and reporting)
- Reported to T&D manager

March 2012 – September 2013. - **Project Manager and Research Consultant, ...OUT OF CIRCLE – VOJVODINA**, (organization for supporting women with disabilities)

- Managing people and project activities - projects concerning disabilities, and empowering women with disabilities
- Project monitoring, evaluating results, delivering narrative and financial reports for donors
- Building cooperation with NGOs and government institutions
- Fundraising
- Conducting researches
- Reported to Executive director

September 2005 – January 2012. - **Project Manager, Educator and Trainer, Centre Living Upright, Novi Sad, Serbia** (organization for supporting people with disabilities)

- Managing people and project activities - projects empowering youth with disabilities
- Building cooperation with other youth organizations
- Delivering trainings in the fields of disability, youth reproductive health, children's rights, and human trafficking
- Supervising educators and youth workers
- Project monitoring, evaluating results, delivering narrative and financial reports for donors
- Reported to Executive director

Education

- **Candidate for Ph.D.** at the Department of Psychology, Faculty of Philosophy, University of Novi Sad
- MA of Psychology, Department of Psychology, Faculty of Philosophy, University of Novi Sad, **9.41 out of 10**
- BA of Psychology, Department of Psychology, Faculty of Philosophy, University of Novi Sad, **9.22 out of 10**
- Medical High School, Novi Sad, Serbia, Graduated pediatric nurse

Trainings

- September 2017 – **certified coach**, Coaching for Active Pre-eminence - Sinhronia Coaching School, Serbia, ACSTH program, accredited by International coaching federation
- January 2018 – **Lear Corporation Continuous Improvement Academy** (Lean principles – 5s, Kaizen, Poka-Yoke, FIFO, Problem solving methods)
- February 2016. - **certified NLP Business practitioner**, licenced by International Association for Neuro-Linguistic Programming, Switzerland
- Jun 2015. - **Counselor in Integrative Transactional Psychotherapy Model** - trainer Vesna Gavrilov Jerković, professor at the Department of Psychology, Faculty of Philosophy, University of Novi Sad, TIM Centre Novi Sad
- September 2012. - **Training on writing and managing projects funded by the EU** - EDIT Centre, Novi Sad
- 26.6 - 2.7.2010. - **Advanced training for trainers in peer education** - YPEER International, PETRI Bulgaria and UNFPA, Sofia Bulgaria
- 24 - 26.12.2007. - **Training on developing the strategies of communication for changing youth risk behavior** - YPEER Network Serbia and UNICEF, Becej, Serbia

Languages

- Serbian – fluent
- English – fluent
- Spanish – limited working proficiency
- Hungarian – actively learning, enrolled at A1 level

Technical skills and competences

- Microsoft office: advanced level
- Statistical programs: SPSS for Windows and STATISTICA for Windows (intermediate level)
- Advanced use of scientific data basis

Driving license

- B category - active driver