



Neira Zulić

Personal

Name

Neira Zulić

Address

Sarajevo

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Driving license

B

LinkedIn

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Languages

Bosnian	Native
English	C1
German	A2
Turkish	A2

Work experience

Real Estate Agent

Jun 2020 - Aug 2020

Real Vista, Bihać

Developed and maintained databases, website and social media presence to ensure maximum visibility of properties

Conducted open houses and individual showings

Maintained relationships with current and previous clients while attracting new customers to use our services

Intern

Oct 2021 - Jun 2022

Student Counseling Centre - IUS, Sarajevo

Assisted professors and counselors in communication with clients

Maintained a database of previous and current clients

Maintained clients' anonymity; handled personal data

Distributes psychological tests and scales to new clients

Intern

Oct 2022 - Dec 2022

International Relations Office - IUS, Sarajevo

Handled private and sensitive documents and statements

Organized and maintained databases regarding international students

Administrative work

Individual Consultant

Mar 2023 - Jun 2023

UNFPA, Sarajevo

Created and implemented training plan, course and further implementation of projects and workshops regarding youth and peacebuilding

Trained and educated young people on the topics of peace, hate speech, mediation and activism

Organized sessions, booked venues, negotiated with vendors, created budgets

Recruited participants and members using various social media channel and personal networking

Wrote detailed reports and descriptions of workshops and sessions

Customer Service Agent

Feb 2023 - Present

RCC Route Call Centre

Developed and maintained customer service policies and procedures to ensure adherence to company standards

Assisted general manager in recruiting and training new staff members

Memorized and presented various plans and services offered by partner companies

Junior Researcher

Sep 2023 - Present

DeepGreenInno, Sarajevo

Making drafts and proposals on different research topics

Collecting, analyzing and interpreting various data

Assisting and communicating with senior researchers

Junior Researcher

Sep 2023 - Present

GREENMSP, Sarajevo

Gathering, evaluating, and interpreting different data

Research and accumulate data from specific niches and branches

Assist and communicate with senior researchers

Scholarship Assistant

Oct 2023 - Present

Faculty of Business and Administration - International University of Sarajevo, Sarajevo

Assisting professors in administrative work
Invigilating exams
Assisting academic and non-academic staff in work with students

Education and Qualifications

Bachelor of Arts in Psychology

Oct 2019 - Jun 2023

International University of Sarajevo, Sarajevo

Graduated cum laude
Maintained 3.86/4.00 CGPA
Holder of the Rector's List for high achieving students
Took part in various students' clubs and organizations

Master of Business Administration in Management

Oct 2023 - Present

International University of Sarajevo, Sarajevo

Expected to graduate in June 2024

Psychodiagnostic Assessment

International University of Sarajevo, Sarajevo

Certified in Psychodiagnostic Assessment
Able to assess intelligence and personality state and disorders in adults and children
Able to conduct assessment using different batteries of tests

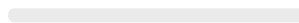
Neuropsychological Assessment

International University of Sarajevo, Sarajevo

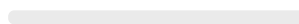
Certified in Neuropsychological Assessment
Able to assess neuropsychological state and disorders in adults and children
Able to conduct assessment using different batteries of tests

Skills

Interpersonal Skills



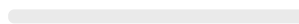
Communication



Time Management



Flexibility and Adaptability



Fast Learner

