



Ana Portolan

Date of birth: 01/11/1974 | Nationality: Croatian | Gender: Female | (+385) 20445923 |

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● EDUCATION AND TRAINING

PH.D. IN ECONOMICS – Faculty of economics, business and tourism, University od Split

UNIV.SPEC.OEC. – University of Dubrovnik

MASTER OF ECONOMICS – University of Dubrovnik

● LANGUAGE SKILLS

Mother tongue(s): CROATIAN

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
GERMAN	A1	C2	A1	A1	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● WORK EXPERIENCE

29/12/2015 – CURRENT – Dubrovnik, Croatia

ASSISTANT PROFESSOR – University of Dubrovnik, Department of economics and business economics

26/02/2014 – 29/12/2015 – Dubrovnik, Croatia

SENIOR RESEARCH ASSISTANT – University of Dubrovnik, Department of economics and business economics

21/02/2008 – 26/02/2014 – Dubrovnik, Croatia

ASSISTANT – University of Dubrovnik, Department of economics and business economics

30/07/1996 – 21/02/2008 – Dubrovnik

DEALER – OTP bank Croatia (former Dubrovnik bank, Dubrovnik)

- **DIGITAL SKILLS**

Internet | MS Office (Word Excel PowerPoint) | Word | Windows | Social Media

- **DRIVING LICENCE**

Driving Licence: AM

Driving Licence: B

- **MANAGEMENT AND LEADERSHIP SKILLS**

Team coordination

Delegating tasks

Conflict management

Motivating by praise and constructive criticism

Taking responsibility

- **COMMUNICATION AND INTERPERSONAL SKILLS**

Good verbal and nonverbal communication

Team work

Carefully listening

Good stress management

Emotion control

- **ORGANISATIONAL SKILLS**

Multitasking

Reliability

Creativity

Responsibility
