



Željka Kadlec

Date of birth: 25/12/1982 | **Nationality:** Croatian | **Gender:** Female | **Phone number:** (+385) 33492269 (Work) |

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Address: Matije Gupca 78, 33000, Virovitica, Croatia (Work)

● WORK EXPERIENCE

21/09/2021 – 14/11/2021 Virovitica, Croatia

ACTING VICE DEAN FOR EDUCATION VIROVITICA UNIVERSITY OF APPLIED SCIENCES

- coordinate teaching work, participate in proposing and evaluating measures to improve teaching, propose a workload plan for teachers and external associates, propose a plan of exam deadlines and teaching schedules, and propose new study programs

28/06/2020 – CURRENT Virovitica, Croatia

SENIOR LECTURER VIROVITICA UNIVERSITY OF APPLIED SCIENCES

- organization, teaching and working with students
- scientific and research work
- course: Introduction to Methodology of Professional and Scientific Research, Intercultural Aspects of Management / of Entrepreneurship, Intercultural Components of Tourism, Risk Management, Finance Management and Investment Planing, Investment Management / in Tourism, Crisis Management, Sustainable Development and Social Responsibility, Financial Management, Methodology of Graduate Thesis Writing, Intercultural Communication / in Tourism

26/10/2016 – 28/06/2020 Virovitica, Croatia

LECTURER VIROVITICA COLLEGE

- organization, teaching and working with students
- scientific and research work
- course: Introduction to Methodology of Professional and Scientific Research, Intercultural Aspects of Management, Business Finances, Financial Management, Finance Management and Investment Planing, Investment Management / in Tourism, Crisis Management, Sustainable Development and Social Responsibility, Financial Management, Methodology of Graduate Thesis Writing, Intercultural Communication / in Tourism

20/12/2013 – 26/10/2016 Virovitica, Croatia

ASSOCIATE OF ASSISTANT VIROVITICA COLLEGE

- organization, teaching and working with students
- scientific and research work
- course: Business Communication, Introduction to Methodology of Professional and Scientific Research, Intercultural Aspects of Management / of Entrepreneurship, Intercultural Components of Tourism, Management, Business Finances, Consumer Behavior, Business Intelligence, Investment Management / in Tourism, Crisis Management, Financial Management, Methodology of Graduate Thesis Writing, Market Research, Management of Small and Medium-Sized Enterprises

08/2012 – 20/12/2013 Virovitica, Croatia

EXTERNAL ASSOCIATE (SCIENTIFIC AREA OF SOCIAL SCIENCES, FIELD OF ECONOMICS) VIROVITICA COLLEGE

- organization, teaching and working with students
- scientific and research work
- course: Business Communication

20/12/2012 – 20/12/2013 Virovitica, Croatia

**OCCUPATIONAL TRAINING FOR WORK WITHOUT COMMENCING EMPLOYMENT -
PROFESSIONAL SPECIALIST OF ECONOMICS VIROVITICA COLLEGE**

- keeping records and writing statistical reports
- activities related to student enrollment
- preparing and organizing classes

● **EDUCATION AND TRAINING**

10/07/2023 – 14/07/2023 Malaga, Spain

TEACHING SUSTAINABLE DEVELOPMENT COURSE Idevelop Training S.L.

Website <https://idevelopcourses.com/course/teaching-sustainable-development/>

11/2015 – 07/06/2023 Osijek, Croatia

PHD Faculty of Economics in Osijek, J.J. Strossmayer University of Osijek

Address Trg Ljudevita Gaja 7, 31000, Osijek, Croatia | **Website** <http://www.efos.unios.hr/>

2012 – 2015 Osijek, Croatia

UNIV.SPEC.EC. Faculty of Economics in Osijek, J.J. Strossmayer University of Osijek, Marketing of Special Areas

Address Trg Ljudevita Gaja 7, 31000, Osijek, Croatia | **Website** <http://www.mpp.efos.hr/>

11/2013 – 02/06/2014 Osijek, Croatia

**CERTIFICATE OF ACQUIRED PEDAGOGICAL-PSYCHOLOGICAL AND DIDACTIC-
METHODOLOGICAL EDUCATION** Faculty of Education, J.J Strossmayer University of Osijek

Address Ulica Cara Hadrijana 10, 31000, Osijek, Croatia | **Website** www.ufos.unios.hr

2009 – 2012 Šibenik, Croatia

SPECIALIST OF MANAGEMENT (STRUČ.SPEC.OEC.) Polytechnic of Šibenik, Management

Address Trg Andrije Hebranga 11, 22000, Šibenik, Croatia | **Website** <http://www.vus.hr/?lang=en>

2006 – 2010 Virovitica, Croatia

BACHELOR OF ECONOMICS (BACC.OEC.; B. OEC.) Virovitica College, Informatics Management

Address Matije Gupca 78, 33000, Virovitica, Croatia | **Website** <https://vsmti.hr/>

● **LANGUAGE SKILLS**

Mother tongue(s): **CROATIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	B1	B1	B1	B1
GERMAN	A2	A2	A2	A2	A2

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

● **DIGITAL SKILLS**

Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Outlook | Skype | Zoom | Social Media | Microsoft Office

● ADDITIONAL INFORMATION

COMMUNICATION AND INTERPERSONAL SKILLS

Very organized with good and effective communication skills. Possesses skills of assertiveness and empathy, and knowledge of intercultural communication.

DRIVING LICENCE

Driving Licence: B

PROJECTS

17/06/2015 – 17/09/2016

Adoption of the principles of the Croatian Qualifications Framework in professional study programs of entrepreneurship HR 3.1.15-0052 (2015-2016)

23/04/2015 – 22/04/2016

Postani poduzetnik budućnosti - budi E poduzetnik HR 3.2.24-0050

Development Strategy of the Municipality of Pitomača 2015-2020

Marketing plan for the project "Pannonian Wood Competence Center" (2015)

ORGANISATIONAL SKILLS

Head of internship, Main field: Informatics management 2019.- current

Member of the editorial board of the journal „Eter – ekonomija, telekomunikacije i računarstvo“ 2019.- current

Executive editor of the journal "Praktični menadžment" 2017.-2018.

President of association ALUMNI VŠMTI 2013.-2019.

Technical editor of the journal "Praktični menadžment" 2013.-2017.

PUBLICATIONS

[CROSBİ profile](#)
