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Indira Durmić

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| Personal Information | * Nationality: Italian Date of Birth: 17.11.1969. Place of Birth: Sarajevo, BiH |
| Computer Skills | * Windows Operating System  MS Office package Strong MS Word and Power Point skills, Quark Xpress, Microsoft Money, Adobe go live, Microsoft Publisher Internet browsing tools |
| Languages | * Bosnian(Native); Croatian, Serbian (Fluent); English (Fluent); Italian (Fluent); German (Limited knowledge), French (Limited knowledge) |
| Professional experience | **Present Video Eikon Rome, Italy**   * **Freelance Translator** * Translation and localization of documentaries and other TV programs.   **2010 – 2011 Solidarity with South Sudan Rome, Italy**   * **Office Manager** * I performed duties such as: office management, accounting and finance reports, budgets, development of promotional materials, web editing, follow up on political situation in Sudan, info sheets on various security and health matters, press releases writing, organizing meetings and annual assembly, project proposal writing, power point presentations, public speaking, and other.   ***09/1999 – 10/2001 OSCE Mission to BiH Sarajevo, BiH***   * **Personal Assistant to Spokesperson** * I performed various duties some of which were keeping the track of the political developments in former Yugoslavia on a daily basis, maintaining the SP’s schedule, organizing meetings, acting as a liaison with political party leaders and VIPs, handling phone calls, correspondence, travel and accommodation arrangements, translating and interpreting, recording minutes of the meetings and writing press releases. I also organized various seminars and trainings and conducted some of them, while also being engaged in problem solving, development of the positive team spirit among the staff and networking with local community and Field Officers.   ***01/1999 – 09/1999 Transcontinental Export-import Sarajevo, BiH***   * **Project Manager** * This position required great deal of liaison work with local politicians and other stakeholders during all phases of our projects, as it was necessary to be well informed about the current political and economic trends in BiH and other European countries as well as to develop positive relationships with proper parties relevant to the work. I also performed variety of other duties such as accompanying and translating for Japanese partners, work on the budget plans, and developing various restructuring projects in BiH. I also maintained the project database and relevant official documentation.   ***06/1997 – 12/1998 ECMM Sarajevo Main HQ Sarajevo, BiH***   * **Receptionist/Interpreter** * As a Receptionist/Interpreter for ECMM I was involved with multiple tasks on the daily basis, but some of the my main tasks included receiving incoming mail, operating the switchboard, keeping track of the visitors, supervising the guards, translation and interpretation when needed, problem solving, and proper representation of the ECMM to the visitors.   ***01/1997 – 10/2001 Independent Radio Station “Zid”   Sarajevo, BiH***     * **Cultural Program Editor** * Main duties: Selection of programs to be broadcasted, conducting personal talk show, keeping the track of all cultural events, making sure the multi-ethnic aspect of the broadcasted programs is represented, taking care of reporters’ rooster, translating and interpreting when necessary.   ***10/1995 – 06/1996 Food For Life – humanitarian relief   Sarajevo, BiH***   * **Program Manager**Main duties in this position: Overall planning of the activities in the view of current political and social situation in BiH and region, organizing food distribution projects, performing fund raising, organizing receptions, organizing exhibitions, keeping in touch with potential financiers and governmental officials, supervising staff of five.   ***05/1994 – 10/1997 NRTV Studio “99” Sarajevo, BiH***   * **Editor** * I performed variety of tasks such as handling the arrangements of the entire night program and a complete musical program during the day. I also worked as a DJ when necessary due to specific staffing multitasking requirements. |
| Education | *Present Faculty of Political Sciences*  Rome, Italy   * Studying Cooperation and development   *1984 - 1988 Medical high school Sarajevo*    Sarajevo, BiH   * Sanitary – Ecological Technician |
| Job related training | Media training Date: 24-FEB-00 Location: Sarajevo Country: Bosnia & Herzegovina  Team Building Date: 26-AUG-99 Location: Split Country: Croatia  Counselling  Date: 13-JAN-94 Location: Sarajevo Country: Bosnia & Herzegovina |
| Additional Information | During the war in Bosnia I worked on propagation of multi religious and multinational approach and published several articles on the topic. I also Volunteered in distributing food to wounded people in the hospitals, rest homes, and schools for retarded children. I Was a member of inter-religious society and published several articles related to that. After the war, from 1994 - 1998, I was giving seminars on women and children protection and conflict resolution, and I gave counselling service .Presently, I am about to publish a book that is narrating the war in Bosnia from my point of view.   I also worked on a radio broadcast about the immigration problems in Italy. |
| References | * Provided on request |