

MARIJA PAVLOVIĆ

LIČNA

Ime i prezime
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VEŠTINE

Human Resources Management

Recruitment Process

Administrative Support



Ambitious Business Psychology student specialising in Human Resources, ready to leverage strong administration skills to develop a career in HR. Excellent time management, communication, and interpersonal skills with a proven ability to build and strengthen connections between different departments. Knowledgeable in employment law and key HR practices with a solid understanding of recruitment, compliance, and business operations.

OBRAZOVANJE I KVALIFIKACIJE

Bachelor with Honours in Psychology 2015 - 2019
Faculty of Philosophy, Belgrade

- Cognitive Psychology: studied perception, memory, attention, and problem-solving with a focus on experimental research methods.
- Developmental Psychology: explored psychological growth and change across the lifespan, with emphasis on child and adolescent development.
- Thesis: investigated the relationship between stress, coping strategies, and academic performance among university students. (Grade 10/10)
- Relevant courses: Clinical Psychology, Social Psychology, Psychological Statistics, Research Methods, Personality Psychology, Educational Psychology, Organizational Psychology.

RADNO ISKUSTVO

Shift Manager 2019 - 2020
McDonald's, Beograd

Serve as lead for delegating tasks to restaurant staff and addressing diners' queries. Ensure compliance with safety regulations and maintain a fully-stocked inventory. Manage and coordinate the employee satisfaction survey aimed at identifying areas of staff discontent. Assist with general administrative duties and deal with HR-related queries, including payroll and staff contracts.

- Supported various team members to carry out research, analyse data, and make recommendations to senior personnel.
- Gave presentations to senior staff members at meetings.
- Acquired the essential foundational knowledge of employment law and HR practices.

DODATNO ISKUSTVO

Coordinator Assistant Volunteer at Centre for Youth Integration, Belgrade

As one of the key NGOs in Serbia supporting vulnerable groups, the main role was to provide assistance in employment and social inclusion initiatives. Responded to beneficiaries' needs, prepared weekly reports, scheduled meetings, and assisted in organizing community events. Contributed to building a positive reputation of the organization through active involvement in operations.

- Managed the paperwork for new volunteers, including application screening and maintaining personal records in the organization's database.
- Learned how to communicate in a professional manner via email, telephone, and official correspondence.

Board Member at University Psychology Students' Association, Belgrade

- Participated in organizing academic workshops and public debates, enhancing public speaking and presentation skills.
- Active member of student societies focused on psychology, human resources, and organizational development.