



# Tara Pavić Mikić

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Date of birth: 09/05/1990 | **Nationality:** Croatian | **Gender:** Female |

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Zvonimirova 13, 51000, Rijeka, Croatia

About me: I am passionate about my work. Because I love what I do, I have a steady source of motivation that drives me to do my best. In my last job, this passion led me to challenge myself daily and learn new skills that helped me to do better work. I am ambitious and driven. I thrive on challenges and constantly set goals for myself, so I have something to strive toward. I'm not comfortable with settling, and I'm always looking for an opportunity to do better and achieve greatness. I am highly organized. I always take notes, and I use a series of tools to help myself stay on top of deadlines. I like to keep a clean workspace and create a logical filing method so I'm always able to find what I need. I find this increases efficiency and helps the rest of the team stay on track, too. I'm a people person. I love meeting new people and learning about their lives and their backgrounds. I can almost always find common ground with strangers, and I like making people feel comfortable in my presence. I find this skill is especially helpful when kicking off projects with new clients. I'm a natural leader. I've eventually been promoted to a leadership role in almost every job because I like to help people. I find co-workers usually come to me with questions or concerns even when I'm not in a leadership role because if I don't know the answer, I'll at least point them in the right direction. I am an excellent communicator. I pride myself on making sure people have the right information because it drives better results. Most business issues stem from poor communication, so I feel a responsibility to keep everyone on the same page. These skills helped increase my personal client retention rate by more than 40% in a year and helped the team deliver 100% of our projects by the original deadline. I am results-oriented, constantly checking in with the goal to determine how close or how far away we are and what it will take to make it happen. I find this pressure inspiring and a great motivator for the rest of the team.

## WORK EXPERIENCE

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09/2011 – 06/2012 – Milan, Italy

**WAITRESS** – "TAXI BLUES"

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Milan, Italy

10/2009 – 10/2011 – Milan, Italy

**FASHION MODEL** – "19TH STREET"

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Milan, Italy

09/1995 – 09/2008 – Rijeka, Croatia

**SYNCHRONIZED SWIMMER** – KLUB SINKRONIZANOG PLIVANJA "PRIMORJE AQUA MARIS"

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Professional athlete and a longtime National team player in Croatia in synchronized swimming. Numerous medals and successes at national and international levels.

Rijeka, Croatia

01/06/2013 – CURRENT – Croatia

**BOAT CAPTAIN** – PRIVATE CLIENTS

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- Planning the entire passage to the proposed destination, possibly over a number of days.
- Navigating the vessel

- Knowing how to operate and maintain all the equipment on board.
- Taking care of the safety of the vessel and the crew.
- Management of the vessel in all respects.
- It is the responsibility of the skipper to ensure that whatever trip the vessel is making whether for fishing or for holidays, he follows the regulations and maritime laws.

01/09/2017 – 30/06/2019 – Rijeka, Croatia

### **SYNCHRONIZED SWIMMING COACH – KLUB SINKRONIZANOG PLIVANJA “PRIMORJE AQUA MARIS”**

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- Performance of water rescue and first aid when necessary.
- Coach attendance at all scheduled training sessions and competitions.
- Planning, Training & Teaching under the guidance and leadership of the Head Coach
- Responsible for the coordination of team routine suits and headpieces and routine music.
- Communicate monthly training schedules to participants and their families in a timely manner (based on the pre-established coaching calendar.)
- Develop and communicate competition plans and schedules for each competition, working with other coaches and team chaperones as required.
- Attend all scheduled coaches meetings.
- Attend all competitions of the assigned team and assist with supervision and motivation of athletes.
- Maintain accurate records on athletes including testing results, individual goals, injury management, and attendance.
- Assist with the planning and delivery of club activities as requested by the Head Coach
- Teach and model the program values of respect, present body and mind, and support, and work to ensure a healthy and safe environment for all participants.
- Other duties as assigned ex. Additional solo or duet routines, instruction of Learn to Sync and Masters classes, support with Novice program, summer training and holiday camps.

Rijeka, Croatia

01/07/2019 – CURRENT – Rijeka, Croatia

### **PROJECT COORDINATOR – ZAJEDNICA SPORTSKIH UDRUGA GRADA RIJEKE "RSS"**

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European Union Erasmus+ Sport Projects

- risk assessment and opportunity to participate in projects in relation to financial and organizational resources
- developing and collecting project plans and documentation for project submission
- participation in the analysis of realization and co-financing of accepted projects, development of project implementation plans and plans of activities, responsibilities and necessary resources
- participation in the preparation of reports and realized projects with possible proposals for further actions
- monitoring of legislation relevant to the activity of sport

- Coordinate the implementation of the project's deliverables, organising conferences and developing a communication and advocacy plan
- Prepare and manage project schedules and staff resources based on the project scope and requirements
- Work with the project team of volunteers to understand requirements
- Track and manage the project implementation, working closely with all project team members to ensure high-quality work on time and within the budget
- Lead regular project status meetings both internally and externally with associate partners
- Regularly report project status and progress
- Proactively identify, communicate, and resolve potential project risks and issues
- Review and approve daily time logs for all project team members
- Contribute to the continual improvement of practices and processes
- Producing detailed project documentation and specifications
- Managing budgets and tracking project progress

Rijeka, Croatia

2019 – CURRENT

## COURT INTERPRETER – REPUBLIC OF CROATIA / PRIVATE CLIENTS

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Certified Court Interpreter for the CROATIAN, ITALIAN and ENGLISH language.

- The duty of the Court Interpreter is to serve as a conduit between non-English speakers and English-speaking officials in legal forums. As I convert one language to another, I play a critical role in the administration of justice and make it possible to ensure the rights of due process and participation in the court system for all those involved.
- The goal of a court interpreter is to enable the judge and jury to react in the same manner to a non-English-speaking witness as they do to one who speaks English. Also, the limited – or non-English-speaking defendant should be enabled to hear everything that an English speaker has the privilege to hear.
- The proper role of the interpreter is to place the non-English speaker, as closely as linguistically possible, in the same situation as an English speaker in a legal setting. In doing so the interpreter does not give any advantage or disadvantage to the non-English-speaking witness or defendant.
- The goal of a court interpreter is to produce a legal equivalent, a linguistically true and legally appropriate interpretation.

15/10/2021 – CURRENT – Dublin, Ireland

### PROJECT COORDINATOR – CHAMPIONS FACTORY IRELAND

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European Union Erasmus+ Projects

- risk assessment and opportunity to participate in projects in relation to financial and organizational resources

-developing and collecting project plans and documentation for project submission

- participation in the analysis of realization and co-financing of accepted projects, development of project implementation plans and plans of activities, responsibilities and necessary resources

- participation in the preparation of reports and realized projects with possible proposals for further actions

- monitoring of legislation relevant to the activity of sport, youth, adults, children, education etc.

- Coordinate the implementation of the project's deliverables, organising conferences and develop a communication and advocacy plan
- Prepare and manage project schedules and staff resources based on the project scope and requirements
- Work with the project team of volunteers to understand requirements
- Track and manage the project implementation, working closely with all project team members to ensure high-quality work on time and within the budget
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<https://championsfactory.bg/cf-community/champions-factory-ireland/>

01/01/2022 – CURRENT – Lisbon, Portugal

### PROJECT COORDINATOR – SPORT EVOLUTION ALLIANCE

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European Union Erasmus+ Projects

- risk assessment and opportunity to participate in projects in relation to financial and organizational resources

-developing and collecting project plans and documentation for project submission

- participation in the analysis of realization and co-financing of accepted projects, development of project implementation plans and plans of activities, responsibilities and necessary resources

- participation in the preparation of reports and realized projects with possible proposals for further actions

- monitoring of legislation relevant to the activity of sport, youth, adults, children, education etc.

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<https://sportevolutionalliance.com/>

## ● EDUCATION AND TRAINING

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09/1997 – 06/2005 – Rijeka, Croatia

**ELEMENTARY SCHOOL DIPLOMA** – Italian Elementary School "San Nicolo"

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English, Croatian, Italian, Mathematics, Biology, Chemistry, Geography, History, Spanish,.....

09/1997 – 06/2003 – Rijeka, Croatia

**ELEMENTARY MUSIC SCHOOL DIPLOMA** – Music School "Aleksandra Jug-Matić"

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Choir, Solfeggio, Piano, Violin, Guitar

09/2005 – 06/2009 – Rijeka, Croatia

**HIGH SCHOOL DIPLOMA/ GYMNASIUM** – "Prva Riječka Hrvatska Gimnazija"

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07/2009 – 09/2009 – Krk, Croatia

**UNDERWATER DIVER CERTIFICATE** – Underwater Diving Center "Šilo"

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07/2012 – 09/2012 – Zadar, Croatia

**SAILING BOAT SKIPPER CERTIFICATE** – ANA Sailing School

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05/2011 – 09/2011 – Algarve, Portugal

**SURF SCHOOL CERTIFICATE** – United Surf Camps

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09/2009 – 10/2016 – Milan, Italy

**LAW SCHOOL DIPLOMA** – "Università Commerciale Luigi Bocconi"

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Bachelor and Masters in Law  
Financial Law

11/2016 – 11/2018 – Belgrade, Serbia

**LAW GRADUATE** – Pravni Fakultet Univerziteta Union

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## COURT INTERPRETER – Hrvatska strukovna udruga sudskih tumača

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<http://www.hsust.hr/>

## PROJECT COORDINATOR FOR EUROPEAN UNION PROJECTS – ALGEBRA

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<https://www.algebra.hr/>

## PUBLIC PROCUREMENT SPECIALIST – APPA

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<https://edukacije-appa.hr/>

### ● LANGUAGE SKILLS

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Mother tongue(s): **CROATIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C2	C2	C2	C2	C2
<b>ITALIAN</b>	C2	C2	C2	C2	C2
<b>SPANISH</b>	B1	B1	A2	A2	A2
<b>SERBIAN</b>	C2	C2	C2	C2	B2
<b>BOSNIAN</b>	C2	C2	C2	C2	C1

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

## ● PROJECTS

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Tara in the role of Project Manager has implemented over the years, as a coordinator and partner, the following projects:

**JUST SPORT**  
**EUROPEAN EVERYDAY OF SPORT**  
**FIT2FIT**  
**TOULOUSE**  
**HEALTHY LIFE IN, OBESITY OUT**  
**SAFE IN SPORT**  
**A PATH TO TRANSPORT ACTION**  
**GREEN SEAL**  
**GOOD GOVERNANCE IN SPORT**  
**SPORT EDUCATION TRIGGERING ENTREPRENEURIAL ACTION**  
**BETTER**  
**MOVE 2 IMPROVE**  
**BACK 2 TRACK**  
**S-PORTEND**

**Tara in the role of Project Manager with Rijeka Sports Association is currently implementing the following EU projects as a coordinator or partner:**

**EU ON THE MOVE** - a major collaborative partnership with the primary goal of raising awareness of the importance of the physical activity of children aged 7 to 11 (primary school children) through additional education of sports professionals (coaches, kinesiologists) and conducting sports activities for children in schools/sports clubs organizations

**PROJECT FOR ACADEMY OF SPORT SUPPORT (PASSPORT)** - a project to encourage the dual career of athletes,

**PROPELLERS** - "Professional and Personal Experience through Lifelong Learning and Regular Sport"

**RINMSASFT** - "Re (IN) novating Marketing Strategy Across Semi-professional Female Teams"

**JITA KYOEI** a project aimed at promoting social inclusion and equal opportunities for young people.

**LET'S INCLUDE** promotion of social inclusion and equal opportunities for young people with disabilities through sports,

**HIKE TOGETHER** a project that contributes to raising awareness of the importance of health benefits of physical activity by walking in nature,

**THREE POINTS SHOT TO HEALTH** planning special training in basketball for children aged 10 to 16 - making a guide with a set of exercises that support the muscles that are most often used during basketball,

**SPORT DIPLOMACY ACADEMY** the project provides educational mobility of coaches and other staff of sports organizations (including volunteers) related to professional and general sports,

**COUNTERING EXCLUSION IN AND THROUGH SPORTS**

Social inclusion and equal opportunities in sport by creating an environment more conducive to the inclusion of disadvantaged groups in basic sports organizations through diffuse awareness and activism of the young athlete.

**DARE - DIGITAL ACTIVE REGIONS EUROPE – OUTDOOR**

Digital Active Region Europe with a clear focus on an external, digitally supported, sustainable health and fitness program - say a "green" healthy program.

**SONKEI - RESPECT IN SPORT, RESPECT IN LIFE**

SONKEI is aimed at implementing policies and procedures that will ensure a safe sports environment directly in basic sports organizations.

**EDJCHS - EDucating Judo Coaches for Older practitioners**

-Improve knowledge of judo training for older individuals based on eminence and evidence.

• **DORGIS Doping Roadblock Game in Sport- Augmented Reality**

The aim of the project is to develop an innovative anti-doping game that will use revolutionary technology aimed at informing and educating young athletes.

● **COMMUNICATION AND INTERPERSONAL SKILLS**

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**Communication and interpersonal skills**

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-good leading skills gathered through years as a captain of an all-time state champion synchronised swimming team  
-good at adapting in a new environment, a skill gained through years of frequent traveling to different countries, continents. participating in various summer camps and colleges such as King's College Summer School in London, United Kingdom; United Surf Camp in Cadiz, Spain and Lisabon, Portugal; CAE Miami Summer College in Miami, Florida USA; etc..

● **JOB-RELATED SKILLS**

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**Job-related skills**

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Licensed skipper - Category C

2019 – CURRENT

**Certified Project Coordinator**

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<https://www.algebra.hr/>

2020 – CURRENT

**Public Procurement Specialist**

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<https://edukacije-appa.hr/>



## PR and Social Media Manager

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As a PR manager you will **draft or oversee the creation of media releases and content on social media**, forge relationships with journalists and key influencers and manage the response to 'crisis' situations.

As a social media manager:

- develop creative and engaging social media strategies
- manage the day-to-day handling of all social media channels such as LinkedIn, Facebook, Twitter, Pinterest, Instagram, Tiktok and YouTube, adapting content to suit different channels
- oversee, plan and deliver content across different platforms using scheduling tools
- create engaging multimedia content (and/or outsource this effectively) across multiple platforms
- develop, launch and manage new competitions and campaigns that promote your organisation and brand
- form key relationships with influencers across the social media platforms
- manage and facilitate social media communities by responding to social media posts and developing discussions
- research and evaluate the latest trends and techniques in order to find new and better ways of measuring social media activity
- analyse competitor activity
- recommend improvements to increase performance
- manage a budget for social media activities
- educate other staff on the use of social media and promote its use within your company (in-house roles)
- encourage collaboration across teams and departments