****

**Contact Infomation**

Cell: + 38971264454

e-mail: [ivona.mileva@uacs.edu](mailto:ivona.mileva@uacs.edu%20%20/)

**Short Narative**

With the background in Finance, Ivona Mileva finished her Master studies at the International University of Monaco,taking Masters of Science in Luxury Management with specialization of Luxury Goods and Services.

Willing to expand her knowledge, currently she is enroled in DBA program, focusing on research in management and organizational behavior field.

She strongly believes in herself. Being ambitious and possessing a strong desire to overcome the challenges are the characteristics that people recognized in her the most.

She considers herself as a reliable person, since other people know that she always keeps her word and deliver when she makes promises. The capacity of cooperating with all kinds of people as well as, understanding and respecting their ideas, thoughts and perspectives of view helps her to communicate well with others, which means that she has an excellent communication and interpersonal skills. The planning and organizing skills that she consider as her strengths benefited her in setting goals as well as achieving them.

**Education**

|  |  |
| --- | --- |
| Dates | 2016 - present |
| Title of qualification awarded | DBA candidate |
| Name and type of organisation providing education and training | University American College Skopje,  1000,Macedonia |
| Level in national or international classification | Doctorate |
| Dates | 2014 - 2016 |
| Title of qualification awarded | Master of Science in Luxury Management (Luxury Goods and Services) |
| Name and type of organisation providing education and training | International University of Monaco  98000, Monaco |
| Level in national or international classification | Master Degree |
| Dates | 2011 - 2014 |
| Title of qualification awarded | BA of Business Administration with specialization in Finance |
| Name and type of organisation providing education and training | University American College Skopje,  1000,Macedonia |
| Level in national or international classification | Bachelor |

**Training**

|  |  |
| --- | --- |
| Dates | 2018 |
| Activity | Participating in First ACBSP Accreditation Seminar in Europe, 2018,Mastricht |
| Name and type of organisation providing education and training | ACBSP Accreditation Body |
| Dates  Activity | 2018  Mentoring for start-up business plan at the Innovation Camp |
| Name and type of organisation providing education and training | Junior Achievement Macedonia supported by USAID. |
| Dates | 2009 |
| Activity | Participating in Leadership Ambassador Program |
| Name and type of organisation providing education and training | Harvard University in collaboration with “People to People” |

**Working Experiences**

|  |  |
| --- | --- |
| Dates | 2017 - present |
| Occupation or position held | Teaching Assistant in courses of Management field |
| Main activities and responsibilities | ▪ Research work in the field of management. ▪ Teaching work in the field of organizational behaviour and entrepreneurship. ▪ Develop course materials, including lesson plans, assignments, quizzes, tests, course handouts, and presentations. ▪ Fulfil contractual obligations for a full instructional load during each study semester and term. ▪ Facilitate student learning, provide effective instruction, and perform evaluations of students. ▪ Develop course materials, including lesson plans, assignments, quizzes, tests, course handouts, and presentations. ▪ Conduct teaching in accordance with the University’s requirements (taking attendance, grading, preparing student materials, etc.). ▪ Conduct assessments as outlined in the course syllabus. ▪ Prepare required course documentation. ▪ Support student learning and advice students in order to help them to achieve their academic goals. ▪ Participate in program reviews, curriculum development and research activities. |
| Name and address of employer | University American College Skopje  1000 Skopje (Republic of Macedonia) |
| Type of business or sector | Education |
| Dates | 2017 - present |
| Occupation or position held | Chief Academic Officer and Quality Control |
| Main activities and responsibilities | ▪ Prepare documents for domestic accreditations. ▪ Prepare QAR for ACBSP. ▪ Prepare SER for ACBSP. ▪ Setting a team to prepare documentations for accreditation – Ministry of Education and International Bodies. ▪ Selection of potential international accreditations bodies and preparation for future international accreditation. ▪ Socialization and training for new faculty members. ▪ Monitoring faculty performance and performance management system. ▪ Monitor faculty professional activities and links with the community. ▪ Monitor faculty research and assists VRR. ▪ Monitor and evaluate faculty needs for professional development -education and teaching strategies. ▪ Design trainings for professional development. ▪ 360 evaluation for staff, faculty. ▪ Draft schedule and academic calendar. |
| Name and address of employer | University American College Skopje  1000 Skopje (Republic of Macedonia) |
| Type of business or sector | Education |
|  |  |

**Additional Information**

|  |  |
| --- | --- |
| 2013 | Volunteering in “Researchers Night” project |
| 2010 | Certificate for participating and promoting peace and understanding through a course of Global Understanding. |
| 2010 | Certificate for participating in electronic stock exchange system training. |
| 2007-2011 | Volunteering in “Habitat for Humanity” |
| 2007-2011 | Volunteering at orphanage in Skopje (Orphanage 11th October) |

**Conferences**

Bojadjiev,M.,Tomovska,A.M., Mileva,I. (2017). Vox Organizationis-Instrument for Measuring Organziational Alignment,Conference Proceedings LIMEN 2017,Belgrade,Serbia  
  
Bojadjiev,M.,Hristova,S.,Mileva, I. (2018). Leadership Styles In Small And Medium-Sized Businesses: Evidence From Macedonian Textile Industry, Conference Journal of Proceedings: “The Art of Developing Entrepreneurial Leaders” , ACBSP Region 8 Conference, Paris,France  
  
Joleska Popov,T.,Mileva,I.(2019).Student Perceptions and Preferences concerning the Use of Case-Studies in Business and Business Communication Classroom,IAI Academic Conference Proceedings, International Academic Institute for the IAI International Academic Conference, University of Barcelona,Spain

**Recent publications**

Bojadjiev,M., Hristova,S., Mileva, I. (2019). Leadership styles in small and medium-sized businesses: Evidence From Macedonian Textile Industry, Journal of Entrepreneurship and

Business Innovation, Macrothink Institute, Vol,6, No 2

Hristova,S., Kovachevski,D., Mileva,I.,(2019)Strategic thinking in Macedonian family

business: perceptions and practices, UCB Annals No.1/2019 Economy Series, Constantin

Bracusi, University of Tigru Liu, Romania

Hristova,S.,Kovachevski,D.,Mileva,I.,(2019) Individual And Group Decision Making In Macedonian SMEs , Business Management Journal,Vol.4, Bulgaria

**Language**

|  |  |
| --- | --- |
| **Language** | **Level** |
| Macedonian | C2 |
| English | C2 |
| Croatian | B2/C1 |
| Serbian | B2/C1 |
| Bulgarian | B2/C1 |
| Spanish | B1 |
| German | A2 |
| French | A1 |

|  |
| --- |
| Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) |