

CURRICULUM VITAE

I. PERSONAL INFORMATION

Name: **ŽIGA NOVAK**
Permanent address: c. 13. julija 32, 1261 Dobrunje, Slovenia
E-mail: ziga@mice.si
Telephone: +386 31 834 513
Date of birth: 4.1.1979
Nationality: Slovenian, EU citizen



II. PROFILE

- Extensive experience in events marketing, business development, project management, EU funding, international organisations, NGOs and media;
- Excellent communication skills, brushed in professional relations with high-level politicians, government officials, businessmen, diplomats, academics and journalists;
- Strong leadership, organisation and coordination skills, developed in managing complex projects and organizing events;
- Robust analytical skills developed in academic studies and professional practice;
- Good leadership and negotiation skills based on a strong persuasive capability and an ability to balance diplomacy with assertiveness;
- Reliable and motivated team player, punctual and accurate.
- Published author: Event management A-Z (Planet GV, 2009).

III. WORK EXPERIENCE

since 2007 to present

MICE Ltd (*agency for marketing consulting and event management*)

Director, leading a team of 3 people, also acting as a project manager for key clients and projects

Major projects: Managing events, promotional campaigns and other projects for different clients. Major projects include the Park of Military History, a complex regeneration project of former military barracks in a new tourism and experiential centre. I advised on managing EU funding (1 million € in the 2007-2009 period), marketing and overall development strategy; Project manager of The Event Wizard magazine, financed by the tourism industry.

2006

Turizem Kras inc (*biggest tourist attraction in Slovenia*)

Start-up business development of MICE tourism (meetings, incentives, conferences, exhibitions)

Major projects: Start-up management of a new conference centre with the following tasks: finalising the investment, establishing an operational team, preparing working procedures, especially in sales and marketing.

2005

The Slovenia Times (*the only English language newspaper in Slovenia*)

Project and Key Account Manager

Major projects: Managing the *Guest Star Campaign 2005*, an annual project in search of the most highly regarded expatriate personalities in Slovenia; Key account management of the most important business partners; Developing new products and services (special supplements etc).

2004

2004

European Bank for Reconstruction and Development (EBRD), London, UK

Official Co-financing Unit, CEI Secretariat – Intern

Major projects: Co-organising the CEI Summit Economic Forum 2004 (a business conference for 1500 participants) and assisting the preparations of the Political Summit of Heads of Government of the 17 Central European Initiative member countries. I organised thematic sessions, managed invitations and coordinated participation of leading experts from international financial institutions, regional organisations, national agencies and the business sector. I also liaised with Slovenian government and ministry officials to coordinate organisation, logistics and protocol matters for speakers at the conference. I promoted the event among the business community in the UK interested in expanding their operations to Central and Eastern Europe. I also managed media relations, wrote promotional articles and press releases about the event.

Other work experience: BBC World Service (radio and internet news producer), **Slovenian Student Union** (political consultant and project manager), **Slovenian Press Agency** (journalist), **UNHCR Mostar, Bosnia&Hercegovina** (intern, working on a BSc thesis in international politics).

IV. EDUCATION AND TRAINING

2003-2004

LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE; LONDON, UK

MSc in Politics of the World Economy

Principal subjects: International Political Economy, Business in the Global Environment, Policy-making in the EU; Dissertation: Negotiating Pipelines – Bargaining Power of Non-State Actors: The Case of Baku-Tbilisi-Ceyhan pipeline

1997-2002

UNIVERSITY OF LJUBLJANA - FACULTY OF SOCIAL SCIENCES; LJUBLJANA, SLOVENIA

BSc in Political Science – International Relations

Principal subjects: International Law, International organizations; Negotiation Techniques, Economics

Dissertation: The role of international organizations in the reintegration of Mostar; Honors thesis
GPA: 9,44/10;

1999- 2000

BRANDEIS UNIVERSITY; WALTHAM, MA, USA

Junior year abroad

Principal subjects: International Trade, International Finance, American Foreign Policy, French
GPA: 3.853/4 – Dean’s list for outstanding academic performance in both semesters.

V. LANGUAGE SKILLS

Mother tongue	SLOVENIAN					
Other languages	ENGLISH	SPANISH	FRENCH	RUSSIAN	GERMAN	SERBIAN
Reading skills	excellent	good	good	good	basic	excellent
Writing skills	excellent	good	basic	basic	basic	good
Verbal skills	excellent	good	basic	basic	basic	good

VI. COMPUTER SKILLS

MS Word – advanced
MS Outlook – advanced
MS Power Point – advanced
MS Excel – advanced