



## Ema Murić

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### ABOUT ME

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Legal advisor with more than 7 years of experience in writing, implementing and administering projects funded by Local, National, European and International funds.

### WORK EXPERIENCE

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#### **Expert associate in Department for Quality Assurance and Cooperation with Business Community**

**Faculty of Economics and Business, University of Rijeka** [ 15/03/2021 – Current ]

City: Rijeka

Country: Croatia

- designing, developing, writing and managing a project, project coordination / team management, project presentation, development of a project strategy / work plan, in cooperation with project partners,
- controlling project reports
- controlling the spending of project funds
- preparation of financial statements and project progress reports
- participation in the development of professional and analytical materials in the project area
- participation in visibility and other activities of the project,
- planning study trips / events / workshops on the project,
- logistics of project activities
- providing administrative support to internal teams and project partners
- performing administrative tasks of preparing travel orders and preparing other necessary
- documentation for accounting service organizing,
- collecting and archiving accounting and financial documentation

#### **Project manager**

**Association Center for the Culture of Dialogue** [ 17/11/2015 – 14/03/2021 ]

City: Rijeka

Country: Croatia

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- providing administrative support to internal teams and project partners
- performing administrative tasks of preparing travel orders and preparing other necessary

- documentation for accounting service organizing,
- collecting and archiving accounting and financial documentation
- monitoring the laws and regulations of the existing legislation of the Republic of Croatia
- providing guidelines, legal opinions and interpretations for the needs of public advocacy and cocreation of social policy and socially responsible business in the Republic of Croatia
- monitoring the implementation of proposals for laws in the field of design and organization of the food donation system
- providing legal support in the preparation of procedures, decisions and contracts or other internal acts of the association

### **Practicing Law in Law Office**

**Law Office Knežević and co.** [ 02/02/2013 – 15/07/2013 ]

City: Rijeka

Country: Croatia

- practice within the subject Legal Clinic at Faculty of Law
- resolving cases, reading various files, attending hearings in the presence of a lawyer

## **EDUCATION AND TRAINING**

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### **University specialist of management in public administration**

**University of Rijeka, Faculty of Economics and Business** [ 06/05/2022 – Current ]

### **Master od Laws**

**Faculty od Law Rijeka** [ 01/10/2009 – 30/09/2014 ]

### **Web designer**

**Algebra** [ 01/03/2019 – 15/07/2019 ]

### **Menager of development and implementation of projects financed from the EU fund**

**Algebra** [ 01/10/2015 – 10/02/2016 ]

## **LANGUAGE SKILLS**

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Mother tongue(s): **Croatian**

Other language(s):

#### **English**

**LISTENING C1 READING C1 WRITING C1**

**SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1**

#### **Italian**

**LISTENING B1 READING B1 WRITING A2**

**SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2**

## **DIGITAL SKILLS**

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### **My Digital Skills**

Creating a Website / web design / Social Media/Social Network / Microsoft office(WordExcel Powerpoint Outlook) / Video Conferencing (Zoom Skype Google Hangout) / Collaboration Tools (MS Teams, Zoom, Webex, Skype for Business) / Web Design(WordPress, Wix)

## MANAGEMENT AND LEADERSHIP SKILLS

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### Management and leadership skills

- professional leadership skills (as a member of the Association, I was in charge of training and introducing volunteers and new staff)
- financial management (as part of the management of the association, I participated in the management of the financial operations of the association and for projects managed finances and wrote financial reports)

## ORGANISATIONAL SKILLS

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### Organisational skills

**planning / organization** - organization of people and tasks, delegation, goal setting and introduction to tasks (skills acquired by leading projects of different scope and characteristics)

**problem solving and using creativity** - working in an association with small resources, low human strength, short deadlines, working with children and young people, working in unforeseen situations in which I found myself for the first time

**implementation of projects, activities, conferences** - as a leader and / or implementer / coordinator of projects, I am implementing projects from 2015 until today. These include organization and implementation of activities, reporting, financial monitoring, implementation of training and presentations as well as conducting seminars, conferences, workshops, round tables and forums

within the above projects

## VOLUNTEERING

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### Volunteer of the Unit for Victims and Witnesses Support

[ County Court Rijeka, 01/03/2013 – 08/09/2016 ]

■ providing emotional support to victims, witnesses and their families and providing practical information based on knowledge of criminal procedure

### Volunteer of Social Store Rijeka

[ 04/03/2014 – 11/06/2019 ]

- collecting and transporting food, socializing, emotional support, organization of volunteers

## MEMBERSHIPS IN NGOS

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### Social Innovation Platform So'In

[ 28/05/2019 – Current ]

In the Social Innovation Platform So'In, I perform the role of:

- Vice-Presidents of the Association

### Association Center for Culture of Dialogue (CeKaDe)

[ 17/11/2015 – 14/03/2021 ]

At the Center for Dialogue Culture, I performed roles:

- Secretaries of the Association
- Vice-President of the Association
- members of the Executive Board of the Association

## **PUBLISHED PAPERS AND BOOKS**

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### **Published papers**

Nenad Vretenar, Ema Murić, Regionalni model organizacije Banke hrane u Republici Hrvatskoj, monografija Hrana i zajednica, Rijeka: Sveučilište u Rijeci, Ekonomski fakultet, 2022.

Ema Murić, Pravni izazovi sustava gospodarenja otpadom, monografija Hrana i zajednica, Rijeka: Sveučilište u Rijeci, Ekonomski fakultet, 2022.

### **Published Book**

Hrana i zajednica / Vretenar, Nenad ; Murić, Ema (ur.). Rijeka: Sveučilište u Rijeci, Ekonomski fakultet, 2022 (monografija)

## **PARTICIPATION IN TRANSNATIONAL SEMINARS / TRAININGS**

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### **Job shadowing Consortium of Social Science Data Archives (CESSDA), Bergen, Norveška**

[ 18/10/2021 – 22/10/2021 ]

Purpose of the visit:

- monitoring of work related to the management of projects funded by the European Commission, proposals and projects of the European Research Infrastructure Consortium (ERIC)
- improvement of knowledge and skills related to the following areas: Horizont 2020/Horizon Europe and CESSDA projects, levels of involvement in EC projects, funding phases, role of LTPs, management tools, cluster project coordination (example SSHOC).

### **„Digital University. Good practices and recommendations for University 4.0“**

[ 08/12/2021 – 08/12/2021 ]

The topics and objectives of the seminar were the exchange of experiences on projects related to digitalization, a discussion on adapting higher education institutions to changing the way we learn in the digital age and examples of digital higher education institutions, and the exchange of ideas on knowledge and skills that can be taught virtually.

### **„Digital implementation of Erasmus+ mobility projects in higher education – introducing the European Student Card Initiative“**

[ 09/07/2021 – 09/07/2021 ]

The topic of the seminar was to introduce higher education institutions to the European Student Card (ESC) initiative and its components – Erasmus Without Paper (with emphasis on Erasmus Dashboard), Online Learning Agreement (OLA), European Student Identifier (MyAcademicID) and Erasmus+ App, presenting examples of good practice and the specifics of the ESC initiative.

## **COURSES, TRAININGS, CONFERENCES**

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### **Courses, trainings, conferences**

[ 01/02/2013 – Current ]

- Workshop Design and development of project ideas for potential applicants for tenders for the allocation of ESF funds (Rijeka, WYG savjetovanje d.o.o. and the Office for Non-Governmental Organizations of the Government of the Republic of Croatia)
- Advocacy, lobbying, networking (Nova Gradiška, Croatian Network for Rural Development)
- Project cycle management and development of logical framework, writing project proposals for ESF (Rijeka, SMART)
- Innovative fundraising strategies - diversification and private sources (Zagreb, K-faktor d.o.o.)

- LIFE conference (Zagreb, Ministry of Environmental Protection and Energy)
- School of Sustainable Development (Rijeka, Zagreb, EU CLUB)
- Sustainable Development Camp on the island of Solta (GREEN ACTION)
- Project Management Essentials for Project-Driven Organizations (Sarajevo, ERSTE FUND)
- DEAR approach training (Rijeka, Croatian Association of Counties)
- Innovative fundraising for associations (Rijeka, SMART)
- "Involved" - "Start a community", employment of volunteer coordinators (Rijeka, SMART)
- Cycle of workshops for civil society organizations (Innovative forms of fundraising, budgeting for civil society organizations, social innovation, crowdfunding, promotion through social networks) Rijeka, SMART
- Study on youth for young people-educational program of the Croatian Youth Network intended for informing, educating and empowering young activists. (Zagreb, Koprivnica, Zadar, Samobor, MMH)
- Regions, EU institutions and policy making - online education
- Empower yourself: English for energy transition, -online education
- Training on CPC in practice at the Municipal Court (Rijeka, Municipal Court)
- Educational project "Samurai's Way - first steps in entrepreneurship" (JJC, Rijeka)
- Education on the Criminal Procedure Code (Rijeka County Court)
- Education; stress and trauma (Rijeka, County Court)
- Cambridge University English course -online education
- Neurolinguistic programming (Rijeka, County Court)

## **HOBBIES AND INTERESTS**

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### **Web design**

In my free time I design websites.

## **DRIVING LICENCE**

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**Driving Licence:** B