



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Marija Topuzovska**
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E-mail marija_t@isppi.ukim.edu.mk
Nationality Macedonian
Date of birth 11.07.1981
Gender Female

Work experience

Dates 2006 /Present
Occupation or position held **Research assistant** in the Centre for Management and Human Resource Development
Main activities and responsibilities **Research assistant** (ass. in the creation and implementation of the research instrument, processing data, writing final reports etc.)
Teaching assistant (at the HRM postgraduate studies in the frames of the Institute for Sociological and Political – Juridical Research) on the following courses:
- Academic writing
- Management
- Human Resource Management
- Professional and career development
Name and address of employer University "Ss.Cyril and Methodius", Institute for Sociological and Political - Juridical Research
Type of business or sector Research and Education

Work experience

Dates 2008/2009
Teaching assistant at the University American College Skopje for the course:
- Business ethics

Education and training

Dates December 2008
Title of qualification PhD candidate in Human Resource Management
Name and type of organisation providing education and training University St. "Cyril and Methodius"- "Institute for Sociological and Political- Juridical Research"
Doctoral dissertation thesis:
"Quality of work life of managers in the public and the private sector in republic of Macedonia"

Dates
 Title of qualification awarded
 Name and type of organisation
 providing education and training

June 2008
 MSci in Human Resource Management
 University St. "Cyril and Metody"- "Institute for Sociological, Political and Juridical Research"

Master thesis:
 "Factor s which influence the Lifelong learning"

Personal skills and competences

Mother tongue(s) Macedonian

Other language(s)

English

Self-assessment

European level (*)

Language

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
EN	C2	EN	C2	EN	C2	EN	C2	EN	C2

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

- Proactively works with team members to improve team collaboration and functioning on a continuous basis
- Frequently uses opportunities to work with others as a teaching tool to impart organizational knowledge and help others succeed
- Teaches others how to anticipate possible problems and develop contingency plans to avoid or go around them
- Encourages an open exchange of ideas and different points of view
- Adapts to the needs of diverse audiences and/or complex situations
- Helps other team members embrace the value of considering and honoring different opinions, styles, and ways of working
- Provides advice and direction to others on how to recognize and take appropriate action on problems and opportunities
- Shares new knowledge regarding professional standards with others to ensure they are able to contribute new ideas
- Continually strives to bring out the best in people by removing barriers to learning and finding creative ways to encourage skill development
- Adapts to change and different ways of doing things quickly and positively;

Organisational skills and competences

- Works across team, department, and organizational functions
- Applies skill across multiple projects or functions
- Able to explain issues in relation to broader organizational issues
- Creates new applications or processes
- Has a strategic focus
- Takes responsibility for more complex problems and maintains focus until a viable solution can be found
- Identifies "vital few" goals and allocates time and resources accordingly to achieve those goals when faced with competing priorities
- Manages change exceptionally well, exceeding implementation requirements and providing the opportunity to exceed expectations on other objectives

Technical skills and competences

Computer skills and competences

Microsoft office, SPSS, Internet etc.

Artistic skills and competences

Other skills and competences

Driving licence B category