



**Europass
Curriculum Vitae**



Personal information

Surname(s) / First name(s) **Sandra Tinaj**
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E-mail sandra.tinaj@udg.edu.me (office) ; sandratinaj@yahoo.com (home)
Nationality Montenegro
Date of birth July 5th, 1982.
Gender Female

**Desired employment /
Occupational field** **Education, Human Resource and Management**

Work experience

Dates 2009 - present
Occupation or position held **General Manager at University Donja Gorica**
Main activities and responsibilities Manager of all (operation, education and science) activities at the University:

- Coordination and organization of scientific and development activities on Faculties;
- Coordination and organization activities for Institutional Evaluation Programme (IEP) in the framework of the project "Higher Education and Research for Innovation and Competitiveness" (HERIC)
- Preparing reports for the management Senat and Steering Committee;
- Development of career paths for students;
- Arrange and coordinate student service, administration, public relation, finance and human resource department;
- Creation of all procedure plans of activities and documentation (Innovation and entrepreneurial policy, Program for science and research activities, Program for informal education and etc);
- Creation innovation and entrepreneurial policy;
- Creation program of science and reaserch activities.

	Education
	PhD, Associate professor, Lectured first and second year students in Human Resource Management I and Human Resource Management II
	Faculty of Culture and Tourism – VATEL – International Hospitality and Management
Name and address of employer	Hypo-Alpe-Adria Bank a.d, 81.000 Podgorica
Type of business or sector	Private sector – Finance
Dates	2007- 2009
Occupation or position held	Director of Human Resource Department
Main activities and responsibilities	<ul style="list-style-type: none"> • Interviewing and recruitment of candidates; • Preparing reports for the management; • Development of core and individual competences and creation of career guidance policy for employees; • Development and implementation plan of education; • Creation of internal staff training organization (internal “trainer for trainer”, trainer and etc.); • Creation of organization department (units) with clear defined procedure, department’s relation and shared accountability; • Implementation of system of performance appraisal; • Development and implementation of bonus system (front office); • Defining and calculating salaries; • Creation of organization department (units) with clear defined of procedure, department’s relation and shared accountability.
Name and address of employer	Montenegrin Investment Promotion Agency, Jovana Tomasevica 2, 8100 Podgorica, Montenegro
Type of business or sector	Public sector – Foreign Investment
Dates	2005-2007
Occupation or position held	Project manager
Main activities and responsibilities	<p>Project manager and/or member of staff of many developing projects concerning:</p> <ul style="list-style-type: none"> • Participate in project activities preparation, implementation and follow up (for example Feasibility study for investing in energy sector of Montenegro in cooperation with Norway company “Statkraft” – financial and legal); • Attendance on different types of International Summit and Conference as a representative of Montenegro; • Business administration; • Development of web portal and data base; • Research project that is related to improve investment ambient.
Other engagements:	<p>Permanent consultant at The Center for Entrepreneurship and Economic Development, Montenegro</p> <ul style="list-style-type: none"> • Consultancy on training and education • Coordination of the “In house training” for Crnogorski Telekom on the “Reporting” topic • Coordination of “The time management for women in business” training

Permanent consultant at The Institute for Strategic Studies and Prognoses

- Consultancy on training and education
- Trainer at "The School of Statistics"

Education and training

Dates	2012- 2019
Title of qualification awarded	PhD study in Economics; International economy, major: Human capital
Dates	2006 – 2009
Title of qualification awarded	MSc in Economics
Principal subjects/occupational skills covered	MSc, thesis – "Importance of Investment in Knowledge"
Name and type of organisation providing education and training	University of Montenegro, School of Economics
Level in national or international classification	MSc
Dates	2001 – 2005
Title of qualification awarded	BSc in Economics
Principal subjects/occupational skills covered	Concentration in International Finance, Economy and Business
Name and type of organisation providing education and training	University of Montenegro, School of Economics
Level in national or international classification	BSc

Personal skills and competences

Expertise:

- Human resources;
- Project management;
- High education;

Specific research subjects:

- Human resource;
- Entrepreneurial education and knowledge;
- Management;

Certified training(s):	<ul style="list-style-type: none">• Management in Higher Education, Zhejiang Normal University• Managing change, Malik Management Zentrum St. Gallen;• Project and Multiproject Management for Top Management, Next level Consulting;• PR Manager, University of Montenegro – The School of Economics;• FDI Promotion and investment policies by ChechInvest.
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Mother tongue(s) **Montenegrin**

Other language(s)
Self-assessment

Understanding	Speaking	Writing
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European level (*)

English

German

Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user

(*) *Common European Framework of Reference for Languages*

Social skills and competences

Chair and/or member of programming committee of numerous conferences.

Organisational skills and competences

Manager of University;
Organizer of all university activities since 2009
• Member of Sectoral Commissions for Qualifications in Economics and Law – Montenegrin Qualifications Framework

Computer skills and competences

Computer skills:

- Operating systems: Windows, IOS
- Office Automation: MS Office (Word, Excel, etc.), MS Project
- Data Bases: MS Access, SPSS
- Presentation skills: MS PowerPoint

Driving licence

B type (car driving) since August 1st 2000

Additional information

Over 20 published papers – see Annex 1
Participation in realization more than 10 research and other projects - see Annex 2:

Annexes

Annex 1: Sandra Tinaj: Published works
Annex 2: Sandra Tinaj: List of projects: Member of research team and/or project manager

Annex I

Published works

- 1) Bojana Malisic, **Sandra Tinaj** (2023), Competence development as critical issue for successful performance in HPC technology environment: A case study of Montenegro, Special Issue for magazine Technology and health care: official journal of the European Society for Engineering and Medicine 2023, DOI: <http://dx.doi.org/10.3233/THC-229017>
- 2) Malisic, B, Mistic, N., Popovic, T., Krco, S., Martinovic, A., **Tinaj, S.** (2023), Blockchain Adoption in the Wine Supply Chain: A Systematic Literature Review, Sustainability 2023, 15(19), 14408; <https://doi.org/10.3390/su151914408>
- 3) Anđela Jakšić Stojanović **Sandra Tinaj** (2022), Cultural Heritage, In Book Encyclopedia of Tourism Management and Marketing, edited by Dimitrios Buhalis, Edward Elgar Publishing, pg. 707-710, <https://doi.org/10.4337/9781800377486.cultural.heritage>
- 4) Milica VUKOTIĆ, **Sandra TINAJ**, (2020), 2) Fundamentals of Health Economics, "Health Information Management: Empowering Public Health", in Mantas J. at al (ed), IOS Press, Amsterdam, Berlin, Washington DC, 2020; ISSN 0926-9630 (print); ISSN 1879-8365 (online); ISBN 978-1-64368-126-9 (print); ISBN 978-1-64368-127-6 (online) https://books.google.me/books?id=K6EGEAAAQBAJ&lr=&source=gbs_navlinks_s
- 5) Adisa Ejubovic, Alina Meloyan, **Sandra Tinaj**, Djuro Kutlaca, Bojana Marusic, Todd Davey, Arno Meerman, Balzhan Orazbayeva (2019), State of Montenegro University Business Cooperation Report (University Perspective), Provider of the Publication Server: FH Münster - University of Applied.
- 6) Petar Ivanovic, Dragana Radevic, **Sandra Tinaj**, (2018) "Entrepreneurship, renting and renting", Institute of Social Sciences, Center for Economic Research
- 7) Petar Ivanović, Dragana Radević, **Sandra Tinaj** (2016), "Migrations and EU – Economic Perspective" Institute of Social Sciences, Center for Economic Research, Belgrade 2016, 100-106, ISBN:978-86-7093-164-0
- 8) Djuro Kutlaca, **Sandra Tinaj** (2015): "National Innovation Capacity of Montenegro", national monography, University of Donja Gorica, Faculty for International Economics, Finance and Business, ISBN 978-9940-597-01-6,
- 9) **Sandra Tinaj**, Djuro Kutlaca: "Importance of Higher Education for National Innovation System", XXII Scientific conference: "Technology, culture and development", Zbornik radova, str. 211-218. ISBN 978-86-915151-4-0
- 10) **Sandra Tinaj** "The Influence of National Culture on Human Capital" (2015), XXV Scientific conference: "Globalization and Culture", Belgrade, Serbia, str. 256 – 270, ISBN:978-86-7093-157-2
- 11) **Sandra Tinaj**, Djuro Kutlaca (2014): "Methodology of a scanning of the innovation capacity of companies in Montenegro", XXI Scientific conference: "Technology, culture and development", Tivat, Montenegro, 02nd to 04th September page 241 – 248, ISBN 978-86-915151-3-3, COBIS.SR-ID 211849740
- 12) **Sandra Tinaj**, Djuro Kutlaca (2013): "Innovative Activities of Business Entities in Montenegro" XX Scientific conference: "Technology, culture and development", Palić, Serbia, 3-5.septembar 2013, str. 90-100, ISBN 978-86-915151-2-6
- 13) Ivana Stešević, **Sandra Tinaj** "Effects of the implementation process of the Bologna Declaration. Center for Economic Research, Belgrade 2013, 212-221, ISBN 978-86-7093-144-2
- 14) **Sandra Tinaj** (2013), Human Resource Management, Models and Processes, Entrepreneurial economy, VOL XVII
- 15) Dragana Radevic, **Sandra Tinaj**, Entrepreneurial University – case of Montenegro", co-author, 2011, ICEIRD – International Conference for Entrepreneurship, Innovation and Regional Development;
- 16) Kutlača Đuro, Jovan Mirković, **Sandra Tinaj**: "Research and Development and Innovation Activities in Montenegro", XVI Scientific conference: "Technology, culture and development: The Western Balkans Countries on Their Way to the European Union, Conference proceeding, publishers: NGO «Technology and Society», Mihajlo Pupin Institute, and Faculty of Economics Subotica,
- 17) Science, Innovation and Employment, Montenegro in XXI century - ere of competences; Montenegrin Academy of Science and Art
- 18) The influence of knowledge on the development, Montenegro in XXI century - ere of competences; Montenegrin Academy of Science and Art;

19) Key directions and interdisciplinary, Montenegro in XXI century - ere of competences
Montenegrin Academy of Science and Art;

Annex II

Some relevant projects

- National Competence Centres in the framework of EuroHPC – EuroCC2 (Digital Europe)
- STECCI - Stone monument ensembles and the climate change impact (Horizon Europe)
- EmpowerHR4Inno - Reinforce and connect absorption capacity in companies for new research and innovation solution, through the process of empowerment of the human resource management models and tools based on identified gap – IPA project
- SMART Innovation Centres for the Development of Innovative and Entrepreneurial Thinking to Facilitate the Development of Sustainable Smart Solutions in the Western Balkans Project: 101082938 — SMART — ERASMUS-EDU-2022-CBHE
- Western Balkan entrepreneurial university alliances – keeping in touch for lifelong relations” (AL4LIFE), Erasmus+ CBHE
- Digital Entrepreneurial Nest and Industry 4.0 in Montenegro (DigN€st) – Erasmus+ KA2CBHE
- FishEUTrust - establishing five Co-creation Living Labs in the Mediterranean Basin, the North Sea and the Atlantic Sea. This project has received funding from the European Union's Horizon Europe programme under grant agreement no. 101060712
- H2020 project EuroCC project under the European Union's Horizon 2020 (H2020), participating countries are tasked with establishing a single National Competence Centre (NCC) in the area of high-performance computing (HPC) in their respective countries. The EuroCC project is funded 50 percent through H2020 (EuroHPC Joint Undertaking [JU]) and 50 percent through national funding programs within the partner countries; started in September 2020
- TRACEWINDU project (Traceability at wine industry through integrated labelling of typicality, health protection effect and organoleptic attributes) is co-funded by the Horizon 2020 Framework Programme of the European Union -Marie Skłodowska-Curie actions under the Grant Agreement no 101007979”
- H2020 project "Building an Interoperable, Data-Driven, Innovative and Sustainable European Agri-Food Sector - DEMETER”, H2020 programme, University of Donja Gorica, Montenegro; started in September 2019.
- Centre of excellence for digitalization of microbial food safety risk assessment and quality parameters for accurate food authenticity certification – FOODHUB (Grant number: 01-3660/2) started in January 2020.
- Erasmus+ KA2CBHE project Inclusive tertiary Education in the West BalkanS; started in January 2021;
- Erasmus + KA2CBHE project Fostering internationalization at Montenegrin HEIs through Efficient Strategic Planning / IESP.
- H2020 project "TagItWine Pilot for Brand Protection and Anti-Counterfeiting in Wine Industry". The project is the part of TagItSmart! Project (Grant No. 688061), University of Donja Gorica, Montenegro.
- Erasmus + KA2CBHE: Enhancing and Validating service related competences in Versatile learning environments in Western Balkan Universities (e-VIVA)
- Erasmus+ KA2CBHE: Development of Master curricula in Ecological Monitoring and Aquatic bioassessment for Western Balkans HEIs – EcoBias
- Erasmus+ KA2CBHE: Reforming doctoral studies in Montenegro and Albania – good practice paradigm (MARDS)
- Erasmus+ KA2CBHE: Establishing Modern Master-level Studies in Information Systems (MASTIS)
- IPA Project: Priority: Economic, Social and Institutional Cooperation; Measure 1/1 Financial support for innovative SME's HIVES - High-Level Innovation for a ValueDriven Exploitation of a Joint S3 in The Adriatic Area;