

Curriculum Vitae

Name and Surname: Radoje CVIJOVIĆ
Date of Birth: 14.08.1974. year
Address: Sivac, Tršova 49
Mobile phone: 063/ 517-828, 060/ 7531-351
Email: radoje.cvijovic@gmail.com
Web: <http://www.sivac.net>



Education

- Mathematics and programming associate (1993), Gymnasium »Veljko Petrović«, Sombor
- Computer Engineer (1996), Higher Business School, University of Novi Sad
- passed professional exam for physical and technical protection

Work experience

- 2000-2009. Public enterprise Information and Propaganda Center »Kula«, Kula, Serbia

Position: operational programmer

Jobs I performed according to the employment contract:

- * organizing work on computers,
- * creation and preparation of content for the radio program, editions of the newspaper Kulska Komuna and internet presentation,
- * video editing,
- * production of propaganda materials,
- * formation and organization of the archive of necessary content,
- * maintenance of computer equipment and software,
- * contacts with suppliers and procurement of software, equipment and spare parts upon the approval of the director,
- * organization and management of educational training programs on computers...

In addition, I also performed:

- * journalistic duties: preparation of newspaper and radio reports on all current events in Sivac in the fields of ecology, sports, culture, economy, religion, health, art,
- * distribution of internet services,
- * assisting in administrative-commercial tasks (salary calculation, lists, lists, certificates, forms...)

- 2003-2010. SIVAC.NET
Founder, editor and webmaster of the Sivac website.
- 2005-2007. Politika AD, Belgrade
Position: permanent part-time associate of the Vojvodina regional supplement:* production of newspaper, photo and text works.
- 2007-2024. SIVAC.NET computers
In January 2007, I founded a computer shop in Sivac. The curiosity is that even though Sivac is a relatively small area, the shop ie. local information center, achieves positive business results.
- 2022-2023. ELS doo
Position: worker at jobs physics technical security.

Knowledge of languages

- English (understanding - excellent, reading - excellent, conversation - very good, writing - good), I studied the language during my studies as a subject, through professional and other literature.
- Russian (writing - solid, reading - very good, conversation - solid).
- In general, I have an affinity for languages and I do well in all language environments. I am interested in German and Spanish.

Working on a computer

- Work with operating systems: MS DOS, Windows, Linux and Android,
- Work in all modern and older programming environments:
 - Microsoft Office: Word, Excel, Power Point, FrontPage, Access, Outlook...
 - Macromedia (Adobe): Dreamweaver, Flash, Fireworks, FlashPaper...
 - Electronic correspondence: Outlook Express, Magic Mail, Eudora, Gmail, Yahoo.
 - Graphics and photo design: Adobe Photoshop, CorelDraw...
 - Data transfer: TotalCommander, FTP Cute, Filezilla...
 - PrePress: QuarkXpress, Adobe InDesign, Adobe AcrobatDistiller, PDFMaker...
 - Audio processing: Sony SoundForge, Audacit...
 - Video processing: Adobe Premier, MovieMaker, Vegas.
 - Various: PartitionMagic, Adobe AcrobatReader, Nero, Google Chrome, InternetExplorer, MozillaFirefox, Opera, Messenger, ICQ, Antivirus Kaspersky, Avast, WinZip, WinRar, WinAmp...
- Service and maintenance of computers, network environments and equipment
- Formation and organization of the electronic archive of documentation and data
- Computer training management
- Installation and connection of Internet connections in ADSL and wireless environments
- Setup and service of SetTopBox devices of IPTV technology
- Creation and maintenance of internet presentations

Personal characteristics

- Diligence, honesty, respect for agreements, openness to cooperation, I can work in a team, I take responsibility and a leadership role without hesitation for tasks that I believe I can do well.
- Socially engaged. Communicative, I easily fit into all environments. I do not tolerate untruths and irresponsibility of associates. Ready for compromise solutions.
- I strive for optimal and practical solutions at work and in life in general.
- I am adorned with a positive life philosophy and commitment to higher life goals.
- A fighter for human rights as an ecological being, for the protection and preservation of the environment.
- I have expertise, I have experience, strong and good organizational skills, excellent communication skills.

Hobby

- I follow basketball and whenever possible I play this sport. When I have time, I run or ride a bike recreationally.
- I like to stay in nature and every free weekend I organize trips, socializing with family and friends, and similar activities in nature, most often and preferably in the environment of the natural oasis on Mali Stapar.

The rest

- Married. Proud of his daughter Iva.
- I have a category B driver's license and have been an active driver since 1997.
- I have a license to perform work in the field of physical and technical protection - without weapons.
- I was president of the Citizens' Association "E-kult" from Sivac, which dealt with environmental protection, development of ecological and cultural awareness, multimedia, artistic and other projects.
- I was the president of the Association of Hunters, Ecologists, Fishermen of the Municipality of Kula.
- I was member of the Forum for the preparation of the Local Sustainable Development Strategy of the Municipality of Kula. Serbia.
- I was member of the Management Board of UG "Youth of Kula Municipality - OKO", which dealt with the implementation of the local action plan for youth developed by the Provincial Secretariat for Youth and Sports.