

Vladimir Dinkovski, MSc.
Macedonian Academy of Sciences and Arts
Research Center for Energy, Informatics and Materials
Tel: 389 2 3235 400 ; Fax: +389 2 3235 423
E-mail: vlado@manu.edu.mk ; www.manu.edu.mk/icei

CURRICULUM VITAE

PERSONAL

- Name: Vladimir Dinkovski
- Date and place of birth : March 28, 1971, Skopje
- Citizenship : Macedonian
- Marital status : Married, two children

OCCUPATION

- Administrative assistant, Research Center for Energy, Informatics and Materials of the Macedonian Academy of Sciences and Arts, Skopje, Macedonia

EDUCATION AND SCIENTIFIC TRAINING

- High School, Electro Technical School Center, Skopje, 1985–1989
- 30.06.2009 - Professional academic title: Bachelor of Public Administration, South-East European University, Faculty of Public Administration and Political Science, 2006-2009
- 26.12.2012 - Professional Science Degree, Master of Diplomacy, South-East, European University, Faculty of Public Administration and Political Science, 2009-2012

PROFESSIONAL POSITIONS

- Research Center for Energy, Informatics and Materials of the Macedonian Academy of Sciences and Arts, Skopje, Macedonia, 1993–

ORGANIZATIONAL SKILLS

- Organized more than 500 Scientific meetings and events

RESEARCH ACTIVITIES, SEMINARS AND COURSES

- Typist course (High level), Skopje, 1994
- Course for Office Managers, Skopje, May- June, 1998
- Seminar, Advanced Skills for Administrative Professionals, Ohrid, June 1999
- Seminar, Professional Management Assistant Seminar, Ohrid, May 2000
- The Professional Secretary Seminar, Ohrid, June 2001
- Advanced Skills for Administrative Professional Seminar, Ohrid, June 2002
- The Professional Management Assistant Seminar, Ohrid, June 2003
- Promenata kako uslov i agens za li~en i profesionalen razvoj, KDS, Ohrid, March, 2004
- Best Practice for Administrative Professionals, Ohrid, June 2004
- Seminar, My Key for Success, KDS, Sandanski, Bulgaria, December 2004
- Workshop, With quality in Europe, Sandanski Bulgaria, April 2005
- Seminar, Strategic Skills for Administrative Professionals, Ohrid, June 2005
- Seminar, Stress management and solving conflicts – a condition for a successful professional activity, Sandanski, Bulgaria, October 2005
- Seminar, Professional Image and Career Development Skills, Duress, Albania, 2006
- Seminar, Creating Excellence for Administrative Professionals, Ohrid 2006
- Seminar, Skills for Improving Concentration and Effectiveness in Work, Sandanski, Bulgaria, May 2007.
- Seminar, Contemporary Trends for Upgrading of the Knowledge and the Skills for Collaboration Under the Circumstances of Rapid Changes in the Society, Bansko, Bulgaria, November 2007.
- Seminar, Office Management and Public Relations, Sandanski, February 2008.
- Workshop, Successful Management of Organizational Changes, Sandanski, June 2008.
- Training Workshop, Organizational Change Management, Ohrid, May 2008.
- Workshop, Discover Successful Issue for Bigger Effective Results in the field Working, Sandanski, October 2008.
- Training Workshop, Successful Management of Organizational Changes, Sandanski, June 2008.
- Seminar, Discover Successful Issue for Bigger Effective Results in the field Working, Sandanski, October 2008.
- Trening obuka: Timskata rabota i organizaciskata komunikacija - Klu~en element vo na{eto rabotewe, Proektno-pretpriema~ki centar, oktombri, Ohrid 2008.

- Training Workshop, Synergetic connection of motivation and communication skills, Training and Personnel Development Centre, KDS-Skopje, Sandanski Bulgaria, February 2009.
- Training-workshop, Emotional intelligence as a factor for successful communication, KDS-Skopje, Dures, Albania, May, 2009.
- Training-workshop, Emotional intelligence – factor for success in work and life, KDS-Skopje, Mavrovo, Macedonia, July 2009.
- Training: Working with other soft skills, Primal CPD, Elia, Greece, November 2009.
- Training workshop, Coping with difficult people, Primal CPD, Nea Potidea, Greece, April 2010.
- Training workshop, Effective business Communication, Primal CPD, Bansko, Bulgaria, April 2011.
- Training: Business communication with e-mail, Primal CPD, Nea Potidea, Greece, October 2011.
- Workshop: Dealing with Difficult People, Primal CPD, Bansko, Bulgaria, April 2012.
- Workshop: Time Management, Primal CPD, Istanbul, Turkey November 2012.
- Workshop: Critical Skills for Business Success, Primal CPD, Nea Potidea, Greece, May 2013.

RESEARCH PROJECTS:

- Technical and administrative support in all national and international research projects (over 77) of Research Center for Energy, Informatics and Materials of the Macedonian academy of Sciences and Arts (www.manu.edu.mk/icej)

AWARDS

- Award for Outstanding administrative skills, MOTIVA, Ohrid, 2002
- One of five the best administrative professionals in Macedonia, Zena, 2004.

LANGUAGES:

English, Serbian