



# Djurđina Kandic

Lector

## Contact

### Address

Niš, 18000 Serbia

### E-mail

djurđina.kandic@e-uvt.ro

## Skills

Friendly, positive attitude

Teamwork and collaboration

Computer skills

Problem-solving

Time management

Flexible and adaptable

Dependable and responsible

Verbal communication

## Software

MS Office

Dynamic professional with a friendly demeanor and strong problem-solving skills. Proven ability to enhance team collaboration and communication, while effectively managing time to meet deadlines. Committed to fostering inclusive environments and driving community engagement through strategic initiatives and volunteer efforts.

## Experience

2025-12 -

Current

### Lector

UVT, Timișoara, Romania

- Managed time efficiently in order to complete all tasks within deadlines.
- Assisted with day-to-day operations, working efficiently and productively with all team members.
- Worked effectively in fast-paced environments.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Strengthened communication skills through regular interactions with others.
- Paid attention to detail while completing assignments.

2024 -

Current

### Volunteer

Magazine "Bez Limita", Niš (Remote)

- Mentored new volunteers, fostering a supportive and inclusive team environment.
- Improved public safety, participating in community watch programs.
- Boosted donations to organization by strategizing and executing fundraising events.

2024-12 -

2025-09

### Internship in Elementary School

Elementary School "Učitelj Tasa", Niš

- Self-motivated, with a strong sense of personal responsibility.
- Excellent communication skills, both verbal and written.
- Proven ability to learn quickly and adapt to new situations.
- Skilled at working independently and collaboratively in a team environment.

## Advanced

### Microsoft Excel

Very Good

## Canva

Advanced

## Languages

### English

Professional Working

### Russian

Limited Working

### Bulgarian

Elementary

2023 - 2024

- Worked well in a team setting, providing support and guidance.
- Passionate about learning and committed to continual improvement.

## Volunteer

### SDL (Student Daily Newspaper), Niš (Remote)

- Represented organization positively and professionally while providing community with much-needed services.
- Collaborated with other nonprofit organizations to develop joint initiatives that benefited the broader community at large.
- Improved literacy rates with weekly volunteer tutoring sessions.

2020 - 2023

## Volunteer

### Library of the Center for Church Studies, Niš

- Assisted with special events and programs.
- Maintained clean, neat, and operational facilities to serve program needs.
- Supported engaging, fun, and smooth-running events by helping with organization and planning.
- Used strong interpersonal communication skills to convey information to others.
- Communicated with staff members to stay informed about volunteer opportunities and events.
- Promoted environmental awareness with educational workshops and hands-on activities.

## Education

2025-10

### Master of Philology: Philology

Filozofski Fakultet - Niš

2024-09

### Bachelor of Philology: Philology

Filozofski Fakultet - Niš

## Accomplishments

Scholarship recipient "Dositeja" for 2023/2024