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Curriculum Vitae

Short term / consultant assignments

Jun 2016-Jul 2017

Client:	*DAI, 7600 Wisconsin Av. Suite 200, Bethesda, MD 20814, USA*
Position:	*IT Start-Up Specialist*

*USAID Project: "LEGIT" – **Monrovia, Liberia.***

Start-up support included configuring Win2K12 servers, Win7 workstations, Lotus Notes clients, encryption software, MS Office, WAN, LAN and WLAN services, including Local IT team training.

Jan-Feb 2016

Client:	*DAI Europe Ltd, 2nd floor, 63 Gee Street, London, EC1V 3RS, UK*
Position:	*Associate IT Systems Specialist*

*DFID Project: "Financial Sector Deepening" – **Lusaka, Zambia.***

Following announced transition from DAI-managed project to an independent local entity status, performed IT survey and planning of recommended steps, required software and necessary equipment in order to carry out transition with a minimum down-time and service disruption.

Oct-Nov 2015

Client:	*DAI, 7600 Wisconsin Av. Suite 200, Bethesda, MD 20814, USA*
Position:	*Associate IT Systems Specialist*

*USAID Project: "Africa Lead II" – **Dakar, Senegal.***

Provided start-up support to the Project configuring workstations, Lotus Notes client, encryption software, MS Office, WAN, LAN and WLAN services and Win2K12 Project server including development of RDX-based scripted back-up. Selected and supervised LAN cabling company and installation. Prepared and carried out local IT support selection test.

Aug-Sep 2015

Client:	*DAI Europe Ltd, 2nd floor, 63 Gee Street, London, EC1V 3RS, UK*
Position:	*Associate IT Systems Specialist*

*DFID Project: "Financial Sector Deepening" – **Lusaka, Zambia.***

Provided IT support relocating an already running project office to pre-selected new location, including selection and supervision of LAN cabling company, disassembly and reassembly of core network equipment, re-establishment of WAN connectivity, training local IT support, etc.

In April 2015

Client:	*DAI, 7600 Wisconsin Av. Suite 200, Bethesda, MD 20814, USA*
Position:	*Associate IT Systems Specialist*

*USAID Project: "Work Force Development" – **Amman, Jordan.***

As part of an IT start-up team provided services configuring WAN, WLAN, LAN and other core network equipment, including installation/configuration of the central-office server room and configuration of several field-office servers and routers supported by RDX-based backup systems.

Feb-Mar 2015

Client:	*DAI Europe Ltd, 2nd floor, 63 Gee Street, London, EC1V 3RS, UK*
Position:	*Associate IT Systems Specialist*

*DFID Project: "FTESA" – **Dar Es Salaam,Tanzania.***

Supported Project start-up and configured workstations, IBM Notes clients, encryption, network services and project server including local staff training.

In December 2014

Client:	*DAI, 7600 Wisconsin Av. Suite 200, Bethesda, MD 20814, USA*
Position:	*Associate IT Systems Specialist*

*USAID Project: "IMARISHA" – **Dar Es Salaam, Tanzania.***

As part of the close-out team, carried out IT part of the Project close-out verifying IT inventory, performing data sanitation and final backup, terminating/migrating user accounts, server decommissioning, VPN tunnel termination, etc.

Sept-Oct 2014

Client: *DAI Europe Ltd, 2ⁿᵈ floor, 63 Gee Street, London, EC1V 3RS, UK*
Position: *Associate IT Systems Specialist*
*DFID Project: "Private Enterprise Programme Ethiopia" – **Addis Ababa, Ethiopia.***

Migrating LAN & WLAN IT services on four office floors to the new system being installed, closing down previously deployed startup-kit, upgrading to gigabit LAN, setting up new server, HP backup appliance and SonicWALL router, configuring and installing fail-over WAN solution, troubleshooting and providing initial user and office IT support, training local project IT-staff.

In June 2014

Client: *DAI, 7600 Wisconsin Av. Suite 200, Bethesda, MD 20814, USA*
Position: *IT Closedown Specialist – Senior Systems Administrator*
*USAID Project: "Parliamentary Strengthening Program" - **Port-au-Prince, Haiti.***

Coordinating IT part of the Project close-out and customizing activity plan, verifying inventory, data sanitation and final backup, VPN tunnel and user account terminations, decommissioning of the server and supervising proper disposal of used media and equipment.

July - Sept. 2013

Client: *DAI, 7600 Wisconsin Av. Suite 200, Bethesda, MD 20814, USA*
Position: *Quality Assurance and Control Engineer*
*USAID Project: "Parliamentary Strengthening Program" - **Port-au-Prince, Haiti.***

Provided troubleshooting services on audio-visual parliamentary system procured and installed by the DAI/PSP Project at the Haitian Parliament; Reviewed completeness and quality of work. Identified issues affecting the system functionality, submitted proposal for improvements and supervised implementation of recommended modifications.

In February 2013

Client: *DAI, 7600 Wisconsin Av. Suite 200, Bethesda, MD 20814, USA*
Position: *Startup IT Support (Short Term Technical Assistance)*
*USAID Project: "Syria Regional Option" - **Gaziantep, Turkey**.*

Supported Project Startup, configuring workstations, Lotus Notes clients, encryption software, WAN, LAN and WLAN services; Provided recommendations for improved efficiency and security; following Project Management approval, supervised implementation of proposed modifications in coordination with the DAI OIMT.

In Apr 2011

Client: *ACDI/VOCA; 50 F Street NW Suite 1075 Washington DC 20001, USA*
Position: *Independent Consultant; ERP database implementation, **Washington DC***

Following *business requirements for ERP system implementation* workshop at ACDI/VOCA HQ provided recommendations on integration of field offices. Following additional research, delivered report on relevant findings, identifying possible pitfalls and recommending best practices.

Oct. – Nov. 2010

Client: *DAI, 7600 Wisconsin Av. Suite 200, Bethesda, MD 20814, USA*
Position: *IT Systems Administrator,*
*USAID Project ($1.3mil): "Burundi Business Incubator" - **Africa, Burundi**.*

Supported Burundi Business Incubator start-up verifying delivery and installation of IT equipment and infrastructure linking 5 buildings with 103 drop points on 3 gigabit-LAN segments; Configured core network devices (servers, CISCO ASA 5505, web-managed switches, etc.) and carried out setup of network segmentation, traffic shaping, and other LAN and WLAN services including 30 workstations provided by the donor; Interviewed local candidates for BI Sys-Admin position.

Since May 2012

As permitted by other duties, providing IT services to a number of remote clients in the area of custom database development and IT system administration on UpWork.com and Freelancer.com platforms. Reputation records, tests taken and client recommendations available on-line.

Long-term assignments

Development Alternatives Inc.; 7600 Wisconsin Av. Suite 200, Bethesda, MD 20814, USA

From May 2015 – Dec 2016
Position: *IT Operations System Specialist*

As a member of IT Operations team with DAI Office of Information Technology, engaged on providing support to various aspects of the DAIGLOBAL domain including but not limited to remote administration and maintenance, troubleshooting, upgrading services, developing custom software, etc.

From Nov 2007 to 31st Aug 2012
Position: *IT Systems Administrator,*
             $26mil USAID funded Agribusiness Project - ***Serbia, Belgrade***.

Providing IT services to Project offices in Belgrade, Niš, Čačak and Novi Sad including workstation support, system installations, maintenance and technical advice. Supervising, implementing and development network services and servers in coordination with DAI OIMT, administration of remote project offices, maintaining availability of services, data back up, antivirus protection and ensuring the disaster recovery procedures are identified and followed.

Primary responsibilities:

- LAN maintenance and supervision (cabling, HUBs and NIC configuration, NAT, TCP/IP printing, windows network and domain services on TCP/IP, VoIP system development and support) ;
- WAN connectivity maintenance: supporting internet connectivity, web proxy and traffic shaping, utilization of fiber-optic provided services, supervising and organizing device maintenance, installation of CISCO routers, configuration and monitoring;
- Server and application maintenance and installation: hardware integration, Linux TrixBox VoIP with Sangoma 24port FXO/FXS card and GSM gateway, Apache/SAMBA file server, Linux Squid Proxy server, Windows 2003/2008 AD servers, IBM Domino 8.5 server / Lotus Notes clients, LAN and WAN connectivity, IBM Domino / Lotus Notes ver 8.5, FTP service, Enterprise Antivirus service, etc.;
- Workstations hardware and application installation, configuration and maintenance: Laptops, Desktops, MS Windows OS, MS Office Suite, IBM Lotus Notes and other mail clients, AntiVirus deployment, etc.;
- User training and support;
- IT equipment inventory tasks: Tracking issuance and return of tagged IT equipment hardcopy handover forms and TAMIS records; development and implementation of detailed state and condition tracking spreadsheets for IT equipment on a sub-tag (hardware component item) level;
- Managing and supervision of support provided by local IT service companies;
- Work in close cooperation with the Home Office on new application and systems testing.

ACDI/VOCA; 50 F Street NW Suite 1075 Washington DC 20001, USA
(Projects Funded by USAID)

From Aug 2005 to July 2007.
Position: Deputy Finance Director, **CRDA ($40mil project) - Serbia, Belgrade**

Control, review and estimate of overall budget activities, periodic accounting review reporting and analysis, payment processing support and assisting Finance Director with other duties as required. Provided IT support to the accounting system, developing and implementing reconciliation procedures between financial (QuickBooks) and procurement (custom MS Access) databases. Development and maintenance of web-oriented database for tracking service engineers. Supervising finance & accounting team daily duties.

From 01st Feb to 31st Mar 2007.
Position: Finance Assistant, **ICAP ($50mil project) - IRAQ, Kirkuk**

Project close-out: Reconciliation and data consistency analysis of financial, procurement and other related database records generated over the span of 3 year ICAP program life, included but not limited to internal audit. Assisting Finance Director in identifying issues and performing corrective measures where needed.

From Jan 2005 to Aug 2005
Position: Finance Officer, **CRDA ($40mil project) - Serbia, Belgrade**

Financial data analysis and assistance with budgeting issues; Technical support to the accounting system (Quick Books Pro); Consolidated and detailed account review, and cost estimations. Processing payments, and providing other technical support to Finance Department, including MSOffice automation.

From July 2003 to Dec 2004
Position: Procurement IT Assistant, **CRDA ($40mil project) - Serbia, Belgrade**

Electronic Documents Management system development and support (scanning, indexing and tracking hardcopy documentation); proofreading/editing bid requests; technical support to tender opening team; other IT-related technical support as necessary.

CRPC - Commission for Real Property Claims of Displaced Persons and Refugees, Dayton Peace Agreement Annex 7 (International legislative body funded by UNHCR)

From Mar 1999 to Sep 2003
Position: IT Specialist / System Administrator, **Regional Offices in Serbia**

Maintenance and development of LAN (WinNT/Linux), WAN (CISCO 1601 IOS 12), RDBMS (MS SQL Server, PostgreSQL) and intranet-website (Apache webserver); Reporting and statistical analysis of network utilization, data entry team performance, office productivity, telephony-subsystems activity, IT systems security and data availability. Area of Responsibility: Regional Offices in Belgrade, Novi Sad, Pozega and Nis;

MEINL Capital Advisors, Rep.Office Belgrade (Privatization Agency project funded by EAR)

From Oct 2002 to Mar 2003
Position: IT Manager

(setup period): Select optimal solution and supervise delivery and setup of data processing equipment, high-speed internet link (2MBps), telephone expenses monitoring and premises security and monitoring systems.

(running period): Establish IT policies and procedures; Provide network administration and user support; Liaison with service companies and Vienna HQ. Prepare and perform transition of duties to Support Unit Manager (non-technical staff).

UNIVERSITY of Belgrade
Mechanical Engineering Department

From Apr 1994 to Mar 1999
Position: Teaching Assistant

In charge of laboratory and auditory classes for undergraduate course in Tribology (Lubrication engineering) and Machine Elements; Evaluate student performance; Participate in scientific research activities and industry cooperation programs. Setup and maintain Tribology Laboratory Website (YUTIS Yugoslav Tribology Information System)

From Sep 1993 to Apr 1994
Position: Junior Researcher

Assist scientific research programs; maintain cooperation with local industry; maintain laboratory equipment; revise laboratory standards and procedures; technical support to IT equipment (LAN) and project tracking database.

OTHER SELECTED IT SOLUTIONS

2005:   Case study and implementation: LAN server and gateway, for Integra-Solutions d.o.o., Bgd

2005:   Case study and implementation: LAN server and gateway, for AL-GROSSO d.o.o., Bgd

2004:   Several medium-distance 802.11b link designs, for MerCo Systems K.D., Bgd.

2003:   Juke-Box, commercial C++ MP3/JPEG database and GUI development for cafe "Dublin", Bgd.

2001:   LAN setup, RDBMS development, implementation and user training:
"Croatian refugees in Serbia - tenant rights claims database ", for NGO "WAPRPC", Bgd.

2000:   UNHCR BiH refugee Census database port to PostgreSQL/Apache, for CRPC Belgrade.

1996:   GUI and software for A/D acquisition in TurboPascal: Pin-On-Disk friction tester, University of Bgd.

EDUCATION and TRAININGS

15th - 20th May 2006

Attended "International Accounting Training Program" organized by ACDI/VOCA in Ain Sokhna, Egypt.

Sept. 1986 - Sept. 1993

UNIVERSITY OF BELGRADE, Mechanical Engineering Dept.
Title: Graduated Mechanical Engineer (MSc level equivalent)

(9+1 semesters course, average mark 8.20 of 10.00, final exam on: "Theoretical and experimental approach to aircraft gyro equipment accuracy due to rolling-bearing friction")

Sept. 1981 - June 1985

Secondary school "Mathematical gymnasium Veljko Vlahovic", Belgrade,
Title: Computer Operator

(4-years secondary school, average mark: excellent, final exam on: "Digital communications over commuted telephone lines")

SELECTED PAPERS AND CONFERENCES

1996   "Friction Characteristics and Temperature Rise in Sealed Ball Bearings", International Conference on Tribology "BALKANTRIB '96", Thessaloniki - Greece

1995   "Quality of engine-oils on Yugoslav market over the period of UN-Sanctions", International congress "YUTRIB '95", in Herceg Novi - Yugoslavia

Other personal details

Driving License   "B" category, since 1992, clean.
Languages: English, fluent
                     Serbian, native
Birth: 01st Jan. 1967, Belgrade, Serbia
Marital status: Single