



## Dragica Andelić

**Work permit:** Montenegrin | **Date of birth:** 12/02/1963 | **Nationality:** Montenegrin | **Phone:** (+382) 67278589 (Mobile) | **Email:** [dragica.andjelic@unimediterran.net](mailto:dragica.andjelic@unimediterran.net) |  
**Address:** Aerodromska 2B II/16, 81000, Podgorica, Montenegro (Home)

### WORK EXPERIENCE

02/09/2024 – CURRENT Podgorica, Montenegro

**HEAD OF THE QUALITY ASSURANCE SERVICE** UNIVERSITY "MEDITERRANEAN" PODGORICA

**Address** Bulevar Josipa Broza Tita bb, Stari aerodrom, Podgorica, 81000, Podgorica, Montenegro

30/12/2022 – CURRENT

**EXPERT FOR QUALITY ASSURANCE IN THE TEAM OF THE SELFEVALUATION** UNIVERSITY "MEDITERRANEAN" PODGORICA

11/04/2023 – 27/06/2023 Podgorica, Montenegro

**MEMBER OF PARLIAMENT** PARLIAMENT OF MONTENEGRO

12/05/2022 – 28/10/2022 Podgorica, Montenegro

**SECRETARY-GENERAL** MINISTRY OF FOREIGN AFFAIRS

20/11/2020 – 12/05/2022 Podgorica, Montenegro

**SECRETARY-GENERAL** UNIVERSITY "MEDITERRANEAN" PODGORICA

2016 – 2017 Podgorica, Montenegro

**CHIEF ADMINISTRATIVE INSPECTOR** MINISTRY OF PUBLIC ADMINISTRATION

2014 – 2016 Podgorica, Montenegro

**CHIEF ADMINISTRATIVE INSPECTOR** MINISTRY OF INTERNAL AFFAIRS – DIRECTORATE FOR INSPECTION OVERSIGHT

2004 – 2007 Podgorica, Montenegro

**CHIEF INSPECTOR FOR EDUCATION IN MONTENEGRO** MINISTRY OF EDUCATION AND SCIENCE

1999 – 2004 Podgorica, Montenegro

**INSPECTOR FOR OVERSEEING THE IMPLEMENTATION OF REGULATIONS** MINISTRY OF EDUCATION

1989 – 1999 Kolašin, Montenegro

**ADMINISTRATION IN LOCAL SELF-GOVERNMENT** MUNICIPALITY OF KOLAŠIN

### EDUCATION AND TRAINING

**PASSED THE PROFESSIONAL EXAMINATION FOR WORKING IN STATE AUTHORITIES**

Podgorica, Montenegro

**BACHELOR** Faculty of Law

**Level in EQF** EQF level 7

Podgorica, Montenegro

**MASTER - INTERNATIONAL RELATIONS** Faculty of Law

**Level in EQF** EQF level 7

# PROFESSIONAL EXAMINATION FOR WORKING IN STATE AUTHORITIES

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## ● LANGUAGE SKILLS

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Mother tongue(s): **MONTENEGRIN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>RUSSIAN</b>	C1	C1	C1	C1	C1
<b>ENGLISH</b>	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

## ● DIGITAL SKILLS

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Microsoft Word | Microsoft Powerpoint | Microsoft Office

## ● TRAINING AND ACTIVITIES

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### Trainings, memberships and activities

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- Engaged as a lecturer at the Human Resources Administration in the field of office management, administrative procedures, and public administration.
- Completed over 20 training programs in the areas of public administration, labor relations, education, communication, and public speaking.
- Possesses extensive experience in drafting legal regulations in the fields of education, public administration, and labor relations acquired during work in state administration authorities as a member of commissions for drafting certain regulations, where she has often led or been the president of a commission for drafting specific legal solutions.
- Holds a mediator license in juvenile criminal proceedings and conducted training for trainers in mediator training in juvenile criminal proceedings.
- Engaged as an external expert for quality assurance in higher education at several higher education institutions.
- As a legal expert for drafting regulations, she has been independently engaged for the needs of ADP "ZID", University "Mediterranean", Montenegrin Olympic Committee, Faculty of Traffic, Communications, and Logistics Budva, Scientific Institute "Panarchy 11 - Research for Resilience", and other entities.
- As a civil society activist, she has implemented several regional projects as a national coordinator in the areas of civil dialogue, women's entrepreneurship, and the status of women in rural areas;
- Member of the Council for Higher Education of Montenegro from april 7 2024.
- Member of the HERE Team of Montenegro from 2024.

## ● COMMUNICATION AND INTERPERSONAL SKILLS

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**Extensive work experience in management**

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**Good negotiation and organizational skills**

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**Strong analytical skills with the ability to efficiently understand multiple aspects of various processes**

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**Ready to make decisions and timely execute planned activities**

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**Teamwork**

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**Competent in conflict resolution**

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**Hardworking individual**

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**Person of integrity**

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**Excellent communication skills**

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