

Lana Jurko

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PROFESSIONAL EXPERIENCE:

Executive Director

Network of Education Policy Centers
(NEPC)

- ◆ Coordination of all network activities
- ◆ Communication with the Board, Members and Donors
- ◆ Implementing the Action Plan
- ◆ To implement the budget
- ◆ To legally represent NEPC (right to sign contracts and dispose of budget with approval of the board)
- ◆ Management of NEPC Projects
- ◆ Fundraising on behalf of NEPC
- ◆ To produce and submit regular reports to the Board and donors
- ◆ To ensure day-to-day management of NEPC activities.

Office coordinator/ Project Coordinator

Institute for Social Research- Zagreb
Centre for Educational Research
and Development(CERD)

October 2001 – December 2006t

Office management

- Organization of meetings, conferences, and office administration
- Management of the CERD's library
- Cooperating on project proposals including the preparation of budgets
- Fund raising in Croatia and abroad
- Preparation of financial reports for the donors
- Providing administrative and computer support to the CERD researchers

IT support

- Creating and maintaining the databases of Croatian and international documents relevant for the work of CERD
- DTP of newsletters, reports, etc.
- Creating and maintaining CERD's web pages
- Creating and maintaining CERD's mailing lists

Research support

- Coordination of Centre's field research
- Participation in the preparation of the instruments for the field research
- Participation in field research
- Selection of Croatian and international documents in the field of education relevant for the CERD projects

Other

- Editor of CERD Newsletter "CIRO glas"
- English - Croatian translations and vice versa, proofreading of English texts
- International cooperation through different networks

Senior Information Technology Assistant/Trainer

Organisation for Security and Co-operation
in Europe (OSCE) - Mission to Croatia

August 1999 - October 2001

IT Training Coordinator

United Nations Economic Commission for Africa (ECA)
Addis Ababa, Ethiopia -

October 1997 - March 1999

Secretary/translator

Society for Psychological Assistance

April 1997 - October 1997

Senior Information Technology Trainer

United Nations Protection Forces
for Former Yugoslavia (UNPROFOR)

February 1993 - April 1997

EDUCATION:

- ❑ BA English Language and Literature, University of Zagreb
- ❑ A-levels Oxford Board: History, English Literature, Economics (Imani school, Thika, Kenya)
- ❑ O-levels Oxford Board: History, English language, English Literature, Maths, Geography, Biology, Music, Art.
- ❑ Completed Junior High School, Grade 9 (American International School, Lagos, Nigeria)

IN-SERVICE TRAINING:

- ❑ Advanced course in: MS Office, Front Page, Dream weaver, MS Project and OSCE ORACLE modules
- ❑ Team Building for OSCE staff
- ❑ How to Negotiate Administer and Finish EU R&D Contract
- ❑ Communicating Educational Reform to the Media

ADDITIONAL INFORMATION:

Married, two children ages 11 and 8

DoB: 3rd of October 1967

Driving licence B

Interests:

Travelled throughout Africa, Far East, Europe and USA

Sailing

Choral singing