



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s)	Kristina Organdjieva
Address(es)	Oslo 25a, Skopje, North Macedonia
Telephone(s)	+38975408444
E-mail	kristina_org@hotmail.com
linkedin	https://www.linkedin.com/in/kristina-organdzieva-8597223/
Nationality	Macedonian
Date of birth	28.06.1966
Gender	Female

Work experience

Dates	01.02.2016 Present
Name and address of employer	Agency for Financial support in Agriculture and Rural Development (IPARD Paying Agency)
Occupation or position held	Head of Sector for Information and communication technology
Main activities and responsibilities	<p>As a Head of Sector for Information and communication technology at AFSARD I am responsible for the overall strategy and policy administration of the AFSARD's information technology, information services and information resources.</p> <p>This position as the enterprise information architect is accountable for providing the vision, leadership and advocacy for the development and use of information systems (IS) and information technology (IT) to support the administrative requirements of the AFSARD.</p>

Dates	01.02.2008 – 01.02.2016
Name and address of employer	Agency for Financial support in Agriculture and Rural Development (IPARD Paying Agency)
Occupation or position held	Head of Database Unit in IT Department and CISO
Main activities and responsibilities	<ul style="list-style-type: none"> • Design of the <i>RDB</i> (Relational data bases) • Administration of the Oracle Databases 11g (Database and Tomcat application servers on Linux), Oracle 11g XE on Windows, Oracle 10g on Linux • Monitoring and administration of Oracle Database using Oracle Enterprise Manager Console • Monitoring and administration of Oracle Database using Toad, SQL Developer, SQL*Plus, and via (with ssh connection) • Taking part of preparation, testing and implementation of Procedure for RMAN Backup, and Procedure for RMAN recovery • Configuration of Oracle DB logical backup using Data Pump Export Utility • Developing and maintenance of custom applications (Oracle Forms and Reports 10g, Oracle Apex) • PL/SQL programming (procedures, functions, triggers, views etc.) • Reports and statistics from all Oracle databases in the Agency (financial, SAP ERP, IPARD, rural development, subsidies) on Linux and Windows OS • Creation and Maintenance of Jasper reports in IReport Designer • Administration of Tomcat7 Application Server on Linux and Windows OS • Analysing of Log files • Monitoring and managing of OVM , OVS • Preparation of tender documentations for public procurements for IT services IT supplies and databases (licenses, support, ...) • Specification/Proposal/Preparation of public procurement procedures for software applications • Assistant Project Manager for implementation of software solution for Direct payments in Agriculture • Member of the team for implementation of the SAP ERP and EMC DMS • Risk Management (including Annual Risk Management Consolidated Report for EU Commission) • Information Security Management • Preparation of written procedures for technical specifications, instructions, guidelines and manuals for the IT of the Agency according to EU standards (Strategy of the information system, Manuals for providing computer education and issuing and installation of computer equipment, Contingency plan, Manual for backup and restore of the documents and data of the software applications, Manual for issuing authorizations for access to system room and storage area, Manual for testing a new hardware before implementation, Manual for maintaining integrity of Sensitive data, Information security policy, SAP Procedures and User Manuals) • User Support • Responsible for IT Security Audit complying with ISO 27002:2013 to IPARD Agency which was held by EU Comission DG AGRI in September 2020

Dates	01.05.1991-01.02.2008
Name and address of employer	Faculty of Natural Sciences and Mathematics, Institute of Mathematics, UI Arhimedova bb, Skopje
Occupation or position held	Head Librarian of the Institute of Mathematics
Main activities and responsibilities	<ul style="list-style-type: none"> • Participating in the project (2005-2007) (library information system) as a coordinator of library standards, designing of the data base, controls of standards and validation of the input data, support of the library standards through XML. • Participating in the project UBS (school library information system) on the design of the database, queries, reports, forms in ACCESS. • I was a trainer of the workshop for the BIS (Library Information System) project which lasts two weeks. The workshop consists of introduction to MARC and UNIMARC standards for libraries, retrieving techniques, input of data in the data base BIS, design of the records, fields and subfields. Complete training of fulfilling the fields with all the data for the BIS, input of the data of the book, serials and other printed and non-printed materials in the data base, interface on the data base on internet and training about the logging on the web, retrieving the data and downloading the materials in the basket.

Education

Dates 1985-1990
 Title of qualification awarded BCs in Mathematics and Informatics
 Principal subjects/occupational skills covered Computer science, Informatics and Automatics, Mathematics, Database
 Name and type of organisation providing education and training Faculty of Natural Sciences and Mathematics
 Level in national or international classification VII/1 (Bachelor of Science)

Dates **1981-1985**
 Principal subjects/occupational skills covered High School
 Name and type of organisation providing education and training Highschool 'Josip Broz Tito' - Skopje
 Level in national or international classification Graduated high school student

Personal skills and competences

Mother tongue(s) **Macedonian**

Other language(s) **English, German, Serbian/Croatian/Bulgarian**

Self-assessment
European level ()*

English
German

Serbian/Croatian/Bulgarian

Understanding		Speaking		Writing	
Listening	Reading	Spoken interaction	Spoken production		
C2	C2	C2	C2	C2	
A1	A2	A1	A1	A2	
C2	C2	C1	C1	C2	

Social skills and competences

- Communicative,
- optimistic,
- enthusiastic,
- excellent teamwork and interpersonal skills in operating collaboratively across organizational boundaries
- Coordinate and develop partnerships with colleagues and clients

Organisational skills and competences

- High degree of Creativity
- Excellent communication skills
- Capacities to focus on priorities and to deliver timely
- Respectful
- High level of responsibility for coordination of a variety of activities
- Ability to review and control
- Commitment to assure quality, speed and accuracy in performing duties
- Analytical skills

Technical skills and competences

- OVM, VMWARE, DATABASE
- OS:Windows, UNIX, Linux
- Oracle Administration
- RDBMS: Oracle 10g, 11g,12c, MS SQL, MySQL, MS Access
- Oracle Forms/Reports, PL/SQL (SQL),Oracle Application Express, HTML, XML
- SAP Administration
- JRXML Jasper Reports IReport
- Microsoft Office 2003-2016
- Oracle Database 12c R2: Introduction to SQL Ed 2
- Oracle Database 12c, Administration workshop Ed.3
- Oracle Database 12c. Backup and Recovery Workshop Ed.3
- JRXML Jasper Reports IReport

Driving licence Clean driving license (B category)