

Europass Curriculum Vitae

Personal information

First name / Surname

Žarko Čižmar

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Nationality

Croatian

Date of birth

18.06.1964

Gender

Male

Desired employment / Occupational field

Education and training development related to digital technologies, media and information literacy and cultural entrepreneurship

Work experience

Year

2016 - today

Position held

Executive director

Main activities and responsibilities

Strategic and operational management, fundraising and public relations activities.

Name of employer

Telecentar

Year

2020

Position held

Task Force Member

Main activities and responsibilities

Development of occupational standards for VET programme of camera operators and audio technicians in Croatia.

Name of employer

Agency for Vocational Education and Training, Croatia

Year

2012 - 2020

Position held

Project Manager

Main activities and responsibilities

Project planning, proposal writing, fundraising, project management, needs assessment, development of competence framework, occupational standards, qualification standards, curricula and training materials, training delivery, dissemination activities and reporting in 14 EU funded projects (6 national + 8 international)

Name of employer

Telecentar

Year	2012 - 2013
Position held	Board member
Main activities and responsibilities	Strategic management
Name of employer	Telecentre-Europe AISBL (voluntary service)
Year	2011 - 2012
Position held	Task Force Member
Main activities and responsibilities	Development of occupational standards, qualification standards and curriculum for VET programme of media technicians in Croatia.
Name of employer	Agency for Vocational Education and Training, Croatia
Year	2009 – 2010
Position held	Project Manager
Main activities and responsibilities	Project planning, fundraising, project management, training delivery and reporting in 2 national projects – Perimeter, Multimedia School
Name of employer	Telecentar
Year	2005 – 2008
Position held	Project Manager
Main activities and responsibilities	Project planning, fundraising, project management, needs assessment, development of curricula and training materials, certification, training delivery, dissemination activities and reporting in 1 regional project – Telecentar Network
Name of employer	Telecentar
Year	2006 - 2007
Position held	Executive Producer Promo films – Croatian Flower Garden, Croatia Homeland of Marco Polo
Main activities and responsibilities	Film pre-production, production and post-production
Name of employer	Telecentar
Year	2001 - 2005
Position held	Information System Manager
Main activities and responsibilities	Development of information and communication system for the South East European – Refugee Assistance Network, project planning and coordination
Name of employer	Danish Refugee Council
Year	1998 – 2001
Position held	Executive Director
Main activities and responsibilities	Strategic and operational management, fundraising and public relations activities.

Name of employer	Sunflower – Centre for Grassroots Relief Work
Year	1993 - 1997
Position held	Logistics and Relief Coordinator
Main activities and responsibilities	Operational management, fundraising, local procurement, public relations activities and liaison with international agencies.
Name of employer	International Federation of Red Cross and Red Crescent Societies (IFRC)
Year	1992 – 1993
Position held	Logistics and Information Manager
Main activities and responsibilities	Operational management of national Red Cross information system and regional logistics centres
Name of employer	Croatian Red Cross
Year	1991 - 1992
Position held	Relief Programme Assistant
Main activities and responsibilities	Assistance to the ICRC Relief Coordinator in setting up logistics system for emergency Red Cross operations in Croatia.
Name of employer	International Committee of the Red Cross (ICRC)

Education

Year	1991
Title of qualification awarded	Engineer
Education provider	Zagreb University
Qualification	Bachelor's degree in Electro Technical Engineering

Year	1983
Education provider	Mathematics School Zagreb
Qualification	Diploma in Information Technologies

Training

Year	2010
Training provider	Scottish Qualifications Authority (SQA), GOPA Consultants and Fontys University of Applied Sciences
Training	Training in development of occupational standards, qualification standards and curriculum
Year	2006 – 2008

Training provider	Telecentar, Zagreb
Training	In-house training in video camera, video editing, web design and programming
Year	2001
Training provider	International Centre for Education of Journalists
Training	Public Relations Training
Year	1997
Training provider	International Federation of Red Cross and Red Crescent Societies
Training	Red Cross Management Training
Year	1995
Training provider	International Federation of Red Cross and Red Crescent Societies
Training	Red Cross Delegates Training

Personal skills and competences

Mother tongue(s) Croatian

Other language(s)

Self-assessment

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C 1	Advanced	C 1	Advanced	C 1	Advanced	C 1	Advanced	C 1	Advanced

Social skills and competences

I have 25 years of experience in international and national projects and programmes with partners from civil, public and private sector, dealing with people from different countries and leading teams with variety of professional and social backgrounds.

Organisational skills and competences

I have more than 20 years of management experience, including strategic and operational management of large and small scale programmes and projects in the fields of media and information literacy, education and training, information and communication, logistics, social welfare and humanitarian aid.

Computer skills and competences

Microsoft Office, Apple Pages, Numbers and Keynote, Google Classroom, Docs and Sheets, WordPress, Adobe Creative Suite, coding skills

Artistic skills and competences

Multimedia content creation

