



Alina Al-Garby

Date of birth: 26/07/1995 | **Nationality:** Croatian | **Gender:** Female | **Email address:** alina.garby@gmail.com |

Address: 10 000, Zagreb, Croatia (Home)

● WORK EXPERIENCE

ADMINISTRATIVE-FINANCIAL PROJECT MANAGER – FACULTY OF MECHANICAL ENGINEERING AND NAVAL ARCHITECTURE, UNIVERSITY OF ZAGREB – 05/2025 – Current – ZAGREB, CROATIA

- Support the financial and administrative coordination of projects, ensuring smooth day-to-day operations
- Monitor project budgets, expenses, and timelines to keep activities on track
- Prepare and maintain project documentation, reports, and communication materials
- Coordinate with project teams and partners to ensure effective information flow and collaboration
- Contribute to planning, organizing, and implementing project activities in line with organizational goals

JUNIOR PROJECT ADMINISTRATOR – FACULTY OF MECHANICAL ENGINEERING AND NAVAL ARCHITECTURE – 02/11/2023 – 05/2025 – ZAGREB, CROATIA

- Supporting the management and coordination of EU-funded projects, ensuring compliance with regulations
- Assisting in budget tracking, financial reporting, and grant documentation
- Preparing reports, presentations, and administrative materials for project stakeholders
- Coordinating meetings, events, and communication between project partners
- Monitoring project deadlines, deliverables, and funding guidelines

CHARTER BROKER – MAGNUM ADRIA D.O.O. – 01/05/2023 – Current – ZAGREB, CROATIA

- Developing and managing relationships with high-net-worth and corporate clients, providing tailored charter solutions
- Analyzing market trends, pricing, and financial data to boost profitability
- Creating marketing strategies, including digital campaigns and events, to attract clients
- Negotiating contracts with clients and operators while ensuring compliance
- Tracking industry trends and competitors to refine sales and marketing strategies

PROJECT MANAGER – OPEN MEDIA GROUP – 01/10/2022 – 30/04/2023 – ZAGREB, CROATIA

- EU and national project planning, writing, and implementation
- Communicating with various types of customers
- Office management
- Translation of the documents
- Web administration

ADMINISTRATOR AND VOLUNTEER COORDINATOR – TRANSPARENCY INTERNATIONAL HRVATSKA – 15/09/2020 – 01/2025 – ZAGREB, CROATIA

- Office management
- Web administrator
- Coordinating volunteer activities
- Making research on various topics related to corruption, conflict of interest, politics, etc.
- Communication with various companies and institutions
- EU projects preparation and implementation

ADMINISTRATIVE OPERATOR – MIKROCOP D.O.O. – 01/07/2020 – 14/09/2020 – ZAGREB, CROATIA

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- Project for the Ministry of Justice of the Republic of Croatia
 - In charge for receiving documentation, further classification and sorting the same by importance
 - Preparation of delicate documentation for scanning and indexing by hand
 - Control of the content of the documentation
 - Taking care that there is no leakage of delicate data and information

ASSISTANT TO HEAD OF MISSION – EMBASSY OF THE REPUBLIC OF IRAQ – 09/2019 – 03/2020 – ZAGREB, CROATIA

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- Office Management
 - Appointments
 - Translation of documents
 - Correspondence with other embassies
 - Assisting the consular department

ASSISTANT MANAGER – LA CLINIQUE DE PARIS – 01/09/2018 – 01/08/2019 – TIRANA, ALBANIA

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- Providing Marketing and PR services on behalf of the clinic
 - Market research
 - Maintaining regular contact with clients
 - Identification of requirements of the clients
 - Harmonization of approach with the medical personnel
 - Organizing PR and awareness-building campaigns

INTERN IN BELGIUM EMBASSY (ECONOMIC AND COMMERCIAL SECTOR) – EMBASSY OF THE KINGDOM OF BELGIUM – 13/02/2017 – 12/05/2017

Address: Pantovčak 125d, 10 000 Zagreb (Croatia)

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- assisted the Economic and Commercial Attache with tasks including administrative tasks, market research, data management and interacting with local businesses

● **EDUCATION AND TRAINING**

01/2025

PUBLIC PROCUREMENT CERTIFICATE TEB POSLOVNO SAVJETOVANJE d.o.o.

Website <https://www.teb.hr/>

2021 – 2021 Zagreb, Croatia

ASSOCIATE IN PREPARATION AND IMPLEMENTATION OF EU PROJECTS Učilište EU projekti

Address Zavrtnica 17, 10000, Zagreb, Croatia | **Website** <https://www.uep.hr/>

01/11/2017 – 09/04/2020 Skopje, North Macedonia

MASTER'S DEGREE IN INTERNATIONAL RELATIONS AND DIPLOMACY WITH BUSINESS University American College Skopje

01/10/2014 – 01/07/2017 Zagreb, Croatia

BACHELOR'S DEGREE OF INTERNATIONAL RELATIONS AND DIPLOMACY University College of International Relations and Diplomacy Dag Hammarskjöld

Address Ilica 242, 10 000, Zagreb, Croatia | **Website** www.diplomacija.hr

15/09/2016 – 15/02/2017 Skopje, North Macedonia

ERASMUS EXCHANGE PROGRAMME South East European University

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- Peaceful Resolution of Disputes
 - Professional Career Development
 - Macedonian Language
 - Diplomacy
 - Transnational Crime and International Terrorism
 - International Law for Human Rights

Address Trg Katarine Zrinski 5, 10 000, Zagreb, Croatia | **Website** www.gimnazija-gornjogradska-zg.skole.hr

● LANGUAGE SKILLS

Mother tongue(s): **CROATIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
MACEDONIAN	C2	B2	B2	B2	B1
SPANISH	A2	A2	A2	A2	A2

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

● DRIVING LICENCE

Driving Licence: B