

Mag. Maja Dolinsek

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Staybridge Suites

P.O. Box 42375, Yas Island, Abu Dhabi



CORE COMPETENCIES

- Experience in economics: co-development of start-up: sales and communication, marketing, social media, digital marketing content, blogging, customer service; international assistant project management; studies in industrial economics; entrepreneurial thinking, cooperation and team-work spirit;
- Profound education and experience with round 1.500 h as Business Trainer and Personal Development Coach, Career Coach, Cognitive Strength Trainer, Intercultural Trainer
- Outstanding communication skills with diverse people in a multinational environment, empathy in social and business context, active networker, sense of responsibility, goal-oriented, idea-creator
- Languages: German, English, Croatian, Hungarian

BUSINESS TRAINER, PERSONAL DEVELOPMENT TRAINER, CAREER COACH – SELF-EMPLOYMENT

01/2014 – 06/2016

Round 1.500 h of successful training and coaching of groups (up to 15 participants) and individuals

Training of employees of the Austrian Federal Railways at ipcenter.at GmbH in

- Communication, Conflict management
- Presentation skills, Rhetoric
- Stress management and relaxation techniques, "Work-Life-Balance"

Personal development training and Career Coaching at JobcoachAustria with adults and youth in

- Communication, Presentation skills and leading interviews with camera analysis
- Cognitive strength training
- Goal setting, identifying potentials and resources
- Defining core competences, Resume writing
- **Business trainings at "Economic Society Vienna" - VWG Wien with youth**
- **Training "How to study efficiently" with students/ graduates in schools**
- **Training "Teach languages" for language trainers at ipcenter.at GmbH**
- **Creation of training design for intercultural training for international health care company**
- **Publications of essays about training content "Intercultural communication"**

CAREER IN ECONOMICS

01/2014 – 06/2016

DRS DefectRadar GmbH (Software for construction)

Assistant to the CEO; Marketing, Communication and Sales Manager

- Co-developed idea and start-up to company with customers in 15 countries
- Received awards for pitches at start-up award competitions
- Established relevant contacts, that were essential for business development
- Developed communication strategies for sales acquisition and improved sales
- Managed Social Media and PR activities, that generated sales
- Composed and managed digital marketing content and publications for media
- Increased sales through customer service and communication strategy

- 04/2010 – 11/2013 **via donau GmbH, Vienna**
International Assistant Project Manager
- Cooperated in international EU projects
 - Completed communication and PR activities for EU project and publications
 - Presented project outcomes to project teams
 - Completed project settlements and managed project audits
 - Represented company at consultation meetings and conferences
 - Performed market analyses and composed market report
 - Cooperated in marketing and business development strategies
 - Prepared workshops for business development
 - Gave lectures in logistics for students
 - Administrated funding programmes and consulted interested parties
 - Corresponded in English, German, Croatian, Hungarian
- 08/2011 – 10/2011 **STARTEurope at STARTUP WEEK 2011, Renamed PIONEERS, Vienna**
Communication and International Relations Manager at worldwide conference
- Built up relationships with ambassadors all over Europe for the conference
 - Managed European wide reach of event through social media and PR activities
 - Coordinated international key speakers, round 1.500 visitors in 1st year
- 06/2008 – 10/2009 **Adidas AG, Germany, Austria, Croatia**
Sales Support and Marketing Agent
- Trained sales personnel in sales of running shoes in Adidas-Shops in Croatia
 - Consulted customers about running shoes (Zagreb Marathon)
 - Coordinated customers and games at fanpark (Football championship 2008)
- 04/2008 – 06/2008 **Booking.com, Vienna, Austria**
Sales Support and Project Coordinator for the EURO 2008
- Identified and negotiated booking gaps with hotel partners
 - Coordinated booking tool and increased sales with individual strategy

EDUCATION

- 06/2015 – 05 2016 **Cognitive Strength Trainer, ICF Coach**, at Trinergy International
Roman Braun GmbH, Vienna, Austria
- 11/2013 – 06/2014 **Intercultural Trainer and Coach - in Business**, at SPIDI, Vienna, Austria
- 02/2013 – 11/2013 **Barbara Sher Coach 2013**, (360 teaching units), New York/ Frankfurt
- 11/2012 – 12/2012 **Business-Trainer in Adult Education with the Focus on Social Competence**, at
Group Austria, (155 teaching units), ISO 17024 Certification, Vienna, Austria
- 08/2008 – 12/2008 **Exchange semester at University of Illinois in Urbana-Champaign**, United States
- 10/2005 – 12/2010 **Master at Vienna University of Economics and Business Administration**, Austria

LANGUAGES, COURSES, COMPETENCIES

- ✓ Croatian, Hungarian, German Mother tongue
- ✓ English Business fluent
- ✓ French, Spanish Basic knowledge
- ✓ IT: MS Office - Word, Excel, PowerPoint, creation of website (Wordpress, Jimdoo)
- ✓ Sales Training with Adidas
- ✓ Driving licence: B

PERSONAL INTERESTS

Traveling, new cultures, reading (specialist literature: personal development), yoga, beachvolleyball, dancing (Standard/Latin, Salsa), art and photography, music