

JAKA ŠUBIC

Curriculum Vitae

Cesta v Gorice 25
SI – 1000 Ljubljana
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Mobile: +386 41 603 641

EDUCATION

BA in Law
University of Ljubljana, Faculty of Law
Thesis title: Position of Newly-elected Prime Minister (comparative analysis)
Graduated in 2009

Completed in 2002
Šolski center Rudolfa Maistra, Kamnik
College-preparatory school

WORK

2013-: **SOCIETY FOR THE DEVELOPMENT OF PERSONAL ASSISTANCE BELI JASTREB** (*voluntary work, founder, society's vice president*)

- Compilation of internal regulations of the society
- Finance management
- Designing and managing programs
- Other law-related duties

2013-: **LAW FIRM ČEFERIN**

- Various work under direction of lawyers in enterprise and civil law

2010-2012: **KINDERGARTEN TRŽIČ AND KINDERGARTEN RADOVLJICA** (*legal counselling, training*)

- Compilation of internal regulations of the kindergarten
- Other law-related duties

I performed various activities during my studies

2005-2006: **SOCIETY OF STUDENTS WITH DISABILITIES OF SLOVENIA** (*society's president*)

- Collaboration in various internal commissions
- Complete preparation of internal rules
- Revisions to the Statute

Previous to that: **COLLABORATION IN ATTEMPTING SEVERAL SOCIAL INITIATIVES AND WORKING AT A FAMILY BUSINESS**

SKILLS and EXPERIENCE

Completed certification in General Administrative Procedure Act.

Computer-related:

Windows operating system, MS Office (Word, Excel, PowerPoint), Internet, email, knowledge of computer networks

Acquired skills:

- **Project Management**
- **Entering data into a database**
- **Archiving, sorting out mail**
- **Composing various letters**

Foreign languages:

English - active, used every day
Croatian – passive knowledge

PERSONAL INFORMATION

Born on 20 June 1982 in Kranj, Slovenia, **male**, citizen of **Slovenia**

Personal characteristics:

Reliable, adaptable, loyal, creative, positive thinker, honest, person with disability

Interests:

Computer Science

Finance

Issues in social care and health

Voluntary work

Discovering new skills and challenges

Arts

Good food, good music and honest friends

REFERENCES

- **2013: LAW FIRM ČEFERIN**
 - Mr. Uroš Pogačnik, lawyer, Taborska cesta 13, 1290 Grosuplje, Slovenia, tel: + 386 (0)30 30 10 07
 - **2011: KINDERGARTEN RADOVLJICA**
Mrs. Irena Kotnik, headmistress, Kopališka 10, 4240 Radovljica, Slovenia, tel: + 386 (0)4 532 57 20
 - **2010: KINDERGARTEN TRŽIČ**
Mrs. Nataša Durjava MA, headmistress, Cesta Ste Marie aux Mines 28, 4290 Tržič, Slovenia, tel.: +386 (0)4 597 16 00
 - **2006: SOCIETY OF STUDENTS WITH DISABILITIES OF SLOVENIA**
Mr. Midhet Huskič, secretary in charge, Kardeljeva 5, 1000 Ljubljana, Slovenia, tel.: +386 (0)1 565 33 51
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