

Tanja Ristić



Tanja Ristić graduated at the Faculty of Applied Management, Economics and Finance in Belgrade. She obtained her master degree in Economics at the same higher education institution.

From 1998 - 2004 she worked in Strategic Marketing Media Research Institute Belgrade as Business Coordinator. Position included Market Research for many international and domestic companies (Procter & Gamble, Nestlé, Coca-Cola, Philip Morris etc.); Running reports regarding data collected from research; Financial tasks-calculation and payment of fees; Organization of FGDs (Focus group discussions).

She worked as Business Associate in BMW and MINI Company from 2004-2006 on the following tasks - Running import reports and administrating technical documentation for BMW vehicles, motorcycles, MINI vehicles and Bridgestone tires; Acting as a successful service oriented liaison between BMW/MINI/Bridgestone and clients; After sales support to the customers; PR and marketing activities; Monitoring media coverage while maintaining the relationships with key journalists.

Tried out herself at the private sector, as owner of consulting agency.

From 2012-2018 she worked on position - Officer for Social humanistic field in Commission for Accreditation and Quality Assurance - independent body, technical supported by Ministry of Education, Science and Technological Development of Republic of Serbia, on following tasks: Receiving documents and new requests for the accreditation and self-evaluation of higher education institutions and study programs in the field of humanities; Follow-up accreditation for the field of humanities, submitted documentation and request; Archiving documents; Communication with the higher education institutions; Receipt of documents by the acts alerts for higher education institutions and their study programs at the undergraduate, master's and doctoral studies; Reviewers technical support; Update reviewers base.

As Associate for Social humanistic field at National Authority for Accreditation and Quality Assurance in Higher Education, Belgrade she works from 2018 - Receiving documentation and new requirements for the accreditation and self-evaluation of higher education institutions and study programs; Monitoring of the submitted documentation and requirements for accreditation and self-evaluation; Administrative handling of reviewers; Preparing documents on accreditation of higher education institutions and study programs; Communication with the higher education institutions.

A highly motivated professional with proven skills and good results in communications, organization and administration; a good organizer with an eye for bringing people together in working towards a common solution; enjoy searching for different ways of improvement; eager to learn about new environments; enjoying new challenges; able to deliver under tight deadlines.