



# Emil Shurkov

## EDUCATION

**Sep. 2011 – Aug. 2012** – **Maastricht University/United Nations University (UNU- MERIT) – Maastricht, The Netherlands.**  
**M.Sc. in Public Policy and Human Development (Risk and Vulnerability).**

**Academic Courses:** Public Policy Analysis, Public Economics, Introduction to Public Finance, Research Methods, Econometrics, Risk and Vulnerability Assessment, Building Resilience and Adaptive Governance, Risk management in Crisis Situations, Risk Communication.

**Sep. 2002 – May 2006** – **American University in Bulgaria (AUBG) – Bulgaria, Blagoevgrad.**  
**BA in Political Science/International relations and European Studies.**

**Academic Courses:** Macroeconomics, Statistics, EU Economic Integration, Research Methodology, International Law and Organizations, European Law, Foreign Policy Analysis, Conflict and Conflict Resolution, Information Analysis, Southeast Europe in International Relations, Comparative Politics of Europe, EU Institutional Framework, European Integration, Policy-Making in the EU.

## WORK EXPERIENCE

- Jan. 2014 - Ongoing** – **Junior Policy Analyst, Center for Research and Policy Making (CRPM) – Macedonia, Skopje.**  
 Researcher in a EU funded project about monitoring hidden economy in Macedonia, assisting project managers with fundraising, administrative and event organizing operations.
- Jan. 2013 - Jul. 2013** – **Junior Expert (Volunteer), ENVIRO Resources Consulting Company – Macedonia, Skopje.**  
 Assisting project managers with different aspects of their environmental impact assessments, Integral solid waste management and Recycling projects, as well as offering general operations support to the team.
- Mar. 2013 - Aug. 2013** – **Asset and Liability Management Associate, Sparkasse Bank – Macedonia, Skopje.**  
 Responsible for asset and liability analytical reports; other corporate related reports that help the bank make asset and liability decisions; processing and evaluating credit lines offers and ensuring financial sustainability.
- Jan. 2010 – Aug. 2011** – **Junior Liquidity Management and ALM Officer, Sparkasse Bank – Macedonia, Skopje.**  
 As a member of the new Department for Liquidity and ALM (Asset and Liability Management) I was responsible for generating monthly and quarterly analytical reports, administration and organizing workflow.
- Dec. 2008 – Dec. 2009** – **Deposits and Credit Lines Officer, Sparkasse Bank – Macedonia, Skopje.**  
 Managing and assisting corporate clients accounts as part of Deposits and Credit lines Operations; creating relevant deposits reports & analysis; responsible for FX & Money Market back-office operations.
- Aug. 2007 – Nov. 2008** – **FX Market Junior Officer, Sparkasse Bank – Macedonia, Skopje.**  
 Serving and assisting corporate & retail clients, performing Financial Transactions & Sales (front & back office), and foreign payment operations; completed a safety deposit box advertising project.
- Jun. 2007 - Jul. 2007** – **Computer Instructor, Algoritam Centar – Skopje, Macedonia.**  
 Instructor in computer skills courses (Microsoft Office, Windows, Internet research) as part of a government funded project. Successfully trained 130 students out of which 120 have been certified.
- Jul. 2006 – Dec. 2006** – **Administrative Assistant, Chateau on the Lake Resort Hotel – USA, Missouri, Branson.**  
 Bartender, waiter, cocktail server, busser, banquets cashier and accountant. Managed multiple aspects of hotel operations including guest inventory, financial transactions and ensuring overall guest satisfaction.
- Jul. 2006 – Dec. 2006** – **HR Management Intern, ITEC. Inc. – USA, Missouri, Branson.**  
 Assisted HR managers in performance management and improvement strategies such as: employee performance improvement, performance development, cross-training, and candidate interviewing.

- Aug.2005 – Certified Insurance Agent, KB First Open Mandatory Pension Fund – Skopje, Macedonia.**
- Jun. 2010** As part of KB Broker Pension Fund I met with potential customers, presented the requirements and benefits of the pension fund packages; sold pension insurance policies to the ones who were interested.

## TRAININGS & CERTIFICATES

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<b>Aug. 2013</b>	<b>Ludwig-Maximilians-Universität München (LMU)</b> , (online course on <a href="http://www.Coursera.org">www.Coursera.org</a> by Prof. Tobias Kretschmer) – Competitive Strategy Certificate
<b>May. 2013</b>	<b>Faculty of Electrical Engineering and Information Technologies, Conference SKEEOR 2013, Energy Efficiency and Sustainable Development</b> - Best Research Paper Certificate (Socio-Economic Aspects)
<b>May 2012</b>	<b>Sendzimira Foundation Poland</b> – Applications of Sustainable Development Certificate
<b>Apr. 2012</b>	<b>Sendzimira Foundation Poland</b> – Challenges to Sustainable Development Certificate
<b>Nov. 2010</b>	<b>USA EPA (Environmental Protection Agency)</b> – Watershed Management Training Certificate
<b>Jun. 2009</b>	<b>Foreign Payment Operations Training</b>
<b>Jul. 2008</b>	<b>TOEIC Certificate</b> (Test of English International Communication) Scored 975 of 990.
<b>Jan. 2008</b>	<b>Motiva Certificate</b> “Communication Skills and Customer Care.”
<b>Jul. 2007</b>	<b>Algoritam Centar Certificate</b> for Computer Science Instructor in a Government funded project
<b>May 2005</b>	<b>World Bank Certificate</b> “Responsible Challenges for the Oil/Gas Sector-CSR Framework.”

## SKILLS & COMPETENCES

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- **Technical & Professional expertise** – An ability to make effective and appropriate use of the technical skills and knowledge described above. Excellent Internet research, communication and presentation skills.
- **Analysis and Problem Solving** - The ability to tackle issues and problems in a logical and practical manner and improvise creatively when circumstances demand such action.
- **Team Work** – The ability to build effective working relations with clients and colleagues in order to deliver the objectives of the team and the company. Actively involved in creating a positive working environment.
- **Communication Skills** - The ability to communicate appropriate, concise and accurate information in written and verbal formats in a timely fashion to counterparts both internally and externally.
- **Integrity** - Take actions consistent with the company’s business principles and models.
- **Versatility/Adaptability** - Demonstrating initiative, flexibility and adaptability to proactively and positively respond to the changing needs of clients and different stakeholders. Fast learner, rapidly incorporating new work knowledge and content into my own role. Ability to work with ambiguity and be autonomous in a fast growing and changing environment.
- **Results Orientated** - Results oriented and resilient, output driven, able to overcome obstacles to timely deliver on required targets. Concentrated on work efficiency through a problem solving attitude and creativity.
- **Computer Skills and Social Media** - Proficient with Microsoft Office tools, Prezi, STATA, Adobe Photoshop, Sony Vegas Pro, and other software; experience with Mac. Ability to work with social media, and staying up-to-date with the latest developments. Adapting fast to new technologies and software.

## LANGUAGES

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Fluent in **English, Macedonian, Bulgarian**, advanced **Serbo-Croatian**. Basic skills in **Dutch, Spanish & German**.

## INTERESTS

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Travelling, technology, energy & sustainability issues, innovations, power kiting, scuba diving, skiing, football.