

# *Jelena Šarović*

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## **Career Objective**

I aim to employ the skills and knowledge I have acquired through my education and work experience to continue researching, conserving, managing and activating places and sites of local, national and international significance. I aim to continue working with local and national communities in order to inspire an interest in preserving and understanding history and archaeology within Australia and abroad.

## **Core Skills**

- **Multilingual:** fluent in Serbian, Croatian and Bosnian and conversational Spanish
- **Very strong interpersonal and communication skills** acquired and developed through my role as an organiser of the largest Serbian Festival in the Southern Hemisphere and refined in further administrative roles
- **Ability to work in a team environment** acquired through working for Macquarie University with teams of over 50 people
- **Fast learner** demonstrated through roles Macquarie University and Kildare Road Medical centre where I had no previous experience in such roles and had to learn everything from scratch
- **Highly organised and works well under pressure** developed throughout my degree during which I was working, volunteering and undertaking a full-time study load for 5 years simultaneously
- **Ability to comprehensively understand the field I am working and apply relevant skills and knowledge** appropriately as demonstrated through my experience as a junior archaeologist on the Roman site of Glac, Serbia.

## **Educational Qualifications**

**Mar 2018- Oct 2018**     **University of Sydney**  
Bachelor of Arts (Honours) in Archaeology

**Mar 2013- Nov 2016**     **Macquarie University**  
Bachelor of Arts / Bachelor of Commerce with two majors in  
Ancient History and Human Resource Management

**Jan 2010- Nov 2011**     **Girraween Selective High School**  
Higher School Certificate

## Professional Experience

**2017**

### **The Glac Archaeological Project, The University of Sydney and Institute of Archaeology in Belgrade**

Archaeologist

- Excavation of a Roman villa in Glac, Sremska Mitrovica, Serbia alongside a multi-national team from the University of Sydney and Institute of Archaeology in Belgrade
- Documenting and photographing site and finds
- Surveying surrounding area for other potential sites
- Labelling, cleaning and sorting of artefacts
- Liaising with Australian and Serbian media on behalf of the project
- Translating and interpreting Serbian and English
- Continuously organising and participating in the promotion of the project within the Serbian Diaspora and wider community in Australia

**Sept 2015-Present**

### **Kildare Road Medical Centre, Blacktown**

Casual, Receptionist

- Administrative tasks including admitting patients, managing appointment boards, processing paperwork, faxing, answering phone calls
- Liaising with various healthcare organisations and patients, verbally and in written form on behalf of doctors
- Providing administrative support to doctors, nurses, allied health professionals and management
- Financial administration
- Training new staff members

**Jan 2014-Mar 2016**

### **Student Connect, Macquarie University**

Casual, Student Connect Officer

- Academic Management Information Systems Training
- Inducting new students
- Guiding students with any query they may have regarding the university and their studies
- Answering online and telephone enquiries from students, staff and non-students.
- Enrolment and degree planning assistance
- Having substantial knowledge of Macquarie University campus, locations, degrees, services and events
- Providing administrative support

**Feb 2013-Present**

**Pre-Uni New College, Blacktown**

Casual, Tutor

- Teaching Mathematics, English, General Ability, Writing to classes from years K-10
- Marking test papers and work books
- Working with children with both learning difficulties and children who are academically gifted
- Preparing children for Opportunity Classes and Selective School Testing

## **Volunteering**

**2017**

**Big Dig Archaeology Weekend, The Big Dig Education Centre, The Rocks Sydney**

Volunteer, Archaeologist

- Rescue Archaeology involving excavation and conservation work on the late 18th century Big Dig Site located in The Rocks, Sydney
- Recording of site information
- Cleaning and sorting of artefacts
- Acquiring a greater understanding of Australian Historical Archaeology

**2015**

**National Student Archaeology Conference Australia**

Volunteer, Organiser

- Assisting in the preparation of facilities and activities for the 2015 NASC presentations over a three day period at Macquarie University and the University of Sydney

**2014-2016**

**Tele's Angels, Macquarie University Ancient History Mentoring Program**

Volunteer, Mentor

- Planning, advertising and running of seminars about essay writing, degree planning and archaeological field work
- Face to face and online mentoring
- Delivering exam preparation presentations to students in lectures
- Assisting with the running of launches and meet and greets for Ancient History and Archaeology students

**2014**

**Museum of Ancient Cultures, Macquarie University**

Volunteer

- Handling and cleaning artefacts
- Cataloguing
- Administrative duties: answering the telephone, printing, faxing, emailing
- Assisting lecturers and tutors in preparing their practical lessons

**2013-2017**

**Serbian Festival Sydney, Darling Harbour**

Volunteer, Events Team

- Contacting and organising performances and stallholders
- Processing paperwork and permits for participants of the festival for Sydney Harbour Foreshore Authority
- Attending meetings with co-organisers, stallholders and performers
- Developing the entertainment program for the weekend
- General support and assistance to participants as well as co-organisers of the festival

## **Referees**

*Referees will be provided upon request*