



## PERSONAL INFORMATION

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- **Name and surname:** Dara Joksic
- **Nationality:** Serbian
- **Date of Birth:** February 05th, 1986
- **Marital Status:** unmarried

## EDUCATION AND TRAINING

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2013-2014      University of Novi Sad, Faculty of Philosophy      Novi Sad, Serbia  
M.A.in Serbian philology - linguistics

2009-2013      University of Novi Sad, Faculty of Philosophy      Novi Sad, Serbia  
B.A.in Serbian language and literature

2016 I attended a course of Montessori education, for which I acquired the valid certificate of Montessori teaching methods with the special focus on pre-school children.

(Montesori Association of Serbia)

2018 . Attended and successfully completed lessons in how to perform duties as child care VIP personalities.

Certificate Of Training The Methodology Of Work And Risk.

Serbian Association of Body Guards

[http://www.sabvip.org/o\\_nama\\_eng/index.html](http://www.sabvip.org/o_nama_eng/index.html)

## WORK EXPERIENCE

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- **2010 – 2011 Nanny**

Worked as a nanny in a family with new born twins. That involved comprehensive childcare , helping mother in every day activities. My duties were preparing food, bathing, putting children in bed, cleaning after them, etc. Focus was also on creative playing with children and motoric development.

- **2012 – 2015 Nanny**

Through the Kolibri Agency worked as a nanny in a VIP client family. Take care about four children. Children were one, three, five and six years old. Three girls and a one boy. Obligations were complete child care ( preparing meals, bathing, cleaning after them, storytelling, including organization with education activities, animation with creative art and child games to develop logic and basis of mathematics relevant to children of that age).

- **2015 – 2016 Nanny**

Worked as a nanny to a two years old boy in diplomatic family. Responsibilities included a comprehensive childcare with the main focus on creativity, playing outside and develop a basic level of Serbian language. Vacation spend with the family when working hours were 10-12 a day.

- **2016 – 2017 Babysitting**

Through the Kolibri Agency I was engaged as a live-in nanny in Monaco in a VIP family with two boys of five and two years old. Usually I worked 11 or 12 hours a day covering all the duties pertinent to kids of that age( preparing meals, bathing, putting them to bed, storytelling, education game play, organized play day with other kids, sport activities). With the family

traveling a lot which includes to spend vacation with them.

### **2018 Language Training Center Beijing, China**

Teaching 3 – 11 years old students

Creating scripts for plays, making lesson plans, engaging children to express and improve their sense of creativity

Creating color books based on children's interests

### **INTERESTS AND ACTIVITIES**

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- Cookings
- Teaching children
- Reading
- Travelling

### **LANGUAGES**

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France -advanced

English – advanced

