

**PERSONAL
INFORMATION**

Vera Kapetanovic



Put I Bokeljske brigade 44, 85330 Kotor, Montenegro

+382 (0) 32 303 184 +382 (0) 69 341 843

verak@ucg.ac.me; kapetanovic@t-com.me

<http://www.pfkotor.me>

Skype: vera.kapetanovic

Sex F | Date of birth 31/07/1967 | Nationality Montenegrin

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

ERASMUS PLUS PROGRAMME

WORK EXPERIENCE:

December 1993 up to now

Laboratory Assistant at the Computer center

University of Montenegro, Faculty of Maritime Studies Kotor

Put I Bokeljske brigade 44, 85330 Kotor, Montenegro

<http://www.ucg.ac.me/pfkotor>

February 2005 up to now

Assistant on the course E-business

University of Montenegro, Faculty of Tourism and Hospitality, Kotor

Old town, Kotor, Montenegro

<http://www.ucg.ac.me/ftb>

2017 up to now

Coordinator for Quality Management System (QMS), Faculty of Maritime Studies Kotor

EDUCATION AND TRAINING

2021.

PhD student in Maritime Sciences

University of Montenegro, Faculty of Maritime Studies Kotor, Montenegro

2011.

Master of Science

University of Montenegro, Faculty of Maritime Studies Kotor, Montenegro

Master thesis - "Port system capacity optimization"

1993.

Bachelor of Maritime Studies

University of Montenegro, Faculty of Maritime Studies Kotor, Montenegro

Replace with
European
Qualification
Framework (or other)
level if relevant

PERSONAL SKILLS

Mother tongue(s) Montenegrin

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills
Organisational / managerial skills

Responsible and reliable person. Eager to learn and to demonstrate her knowledge.
Communicative and cooperative. Good team worker.

Good organizational/managerial skills:

- I am coordinator for QMS at the Maritime Faculty of Kotor
- I have experience in the realization of international projects.

Job-related skills
Computer skills
Driving licence

Responsibility at work, Social skills, Team coordinator skills
Microsoft Office™ tools, basics, Matlab, AutoCad, Moodle platform.
▪ B category

ADDITIONAL INFORMATION

Projects:

ERASMUS + "Sustainable development of BLUE economies through higher education and innovation in Western Balkan Counties – BLUEWBC (2020 –2023).

"School-to-Work Transition for Higher education students with disabilities in Serbia, Bosnia & Herzegovina and Montenegro" (Trans2Work) project (2015-2018)

:"Genesis of New Special Tran Functions and Their Application in Typology of Conducting Fluids, Transport of Plutonium and Data Safety in Nanotechnologies", 2012-1015.

"Investigation of optimal linkage between maritime and land transport systems – Case study: Valorization of Montenegrin intermodal potential", Scientific research project, Ministry of Science of Montenegro, Directorate for Scientific Research Activity(2008-2011)

Local academic network at the Faculty of Maritime 2001. (WUS Austria)
Modernization of the Computer Center at the Faculty of Maritime 2002. (WUS Austria)

Conferences:

V. Kapetanović, M. Krčum, I. Petrović, I. Stanovčić, T. Dlabac, "Standardization in Maritime Education and Training-The Case Study of the Faculty of Maritime Studies Kotor", 10th International Maritime Science Conference, 8-9 May 2023, Solin, Croatia

V. Kapetanović, M. Krčum, I. Petrović, T. Dlabac, "The importance of information system for seafarers in Montenegro", 27th International Conference on Information Technology (IT 2023), 15-18 February 2023, Žabljak, Montenegro.

V. Kapetanović, I. Stanovčić, M. Vukičević, I. Petrović, T. Dlabac, "Key performance indicators of the quality management system in the function of monitoring the education and training of seamen at the Faculty of Maritime Studies Kotor", 2nd Kotor International Maritime Conference (KIMC 2022), 27–30 November 2022, Kotor, Montenegro. (Book of Abstracts)

T. Dlabac, M. Dževerdanović Pejović, J. Nikčević, V. Kapetanović, "The importance of maritime education and training quality control: the case of Montenegro", ICTS 2022 - 20th International Conference on Transport Science, 23-24. May 2022, Portorož, Slovenia

S. Pravičević, V. Kapetanović: "Application of mental maps in higher education", ITRO 2011, International Conference on Information Technology and Development of Education, July, 2011. Zrenjanin, Srbija

S. Bauk, T. Dlabáč, V. Kapetanović: „A passenger port benchmarking due to the services it offers”, ICTS 2010- 13th International Conference on Transport Science, 10-11. May 2010, Portorož, Slovenia

Seminars

Seminar-Standard ISO 9001-9001-20015 QMS (September 2016)

Certificate for internal verifiers according to the standard ISO 9001:20015 (December 2016)

Certificate about participation in the seminar “Blue Career Fair”, Maritime University Constanta, Romania, October 2017.

Certificate for lead/external auditor for Quality management systems ISO 9001:2015 (December 2020)

Online seminar "Blended language learning: best practices and new perspectives", held from 12 April - 23 April 2021, within the Erasmus+ Project: Reforming Foreign Languages in Academia in Montenegro (ReFLAME)