

# Jelena Milenkovic (叶莲娜)

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## Work experience:

- **June 2015 - December 2016 Operations Manager at Thirst - *An initiative of the World Economic Forum's Young Global Leaders***

Thirst is an initiative of the World Economic Forum's Young Global Leaders, a unique, multi-stakeholder community of more than 700 exceptional young leaders who share a commitment to shaping the future. Thirst aspires to be the world's leading water community, affecting change in society by making consumers aware of the value of water.

As an operations manager, I was responsible for starting and managing Thirst Shanghai branch and making sure that Thirst's programs are running smoothly in Shanghai and in South of China; as well as that the organization is making a positive impact on Shanghai youth and community. My day-to-day roles and responsibilities included:

- Maintain good existing relationships with foreign partners such as Foundation for UNESCO and Inditex
- Develop and implement company's strategy
- Analyzing statistics and writing reports
- Plan and direct administrative, operational and financial aspects of the organization
- Setting and reviewing budgets and managing cost
- Manage Support Services (HR and Finance)
- Enhance communication and management with local stakeholders
- Innovate new pedagogical strategies
- Foster cooperation with schools and teachers
- Acquire new education partners
- Train new staff/interns/volunteers

- **November 2014-June 2015 Clubs Manager at Thirst - *An initiative of the World Economic Forum's Young Global Leaders***

My day-to-day roles and responsibilities included:

- Establish New Clubs in public, private, migrant and international Schools across China
- Find new schools where Thirst can deliver the education module

- Create a portfolio of activities for Thirst Clubs that are practical and deliver educational benefits to the students involved
- Create activities which promote real behavior change that will make a positive environmental impact
- Work together with the Program Director and Education Project Manager to build and design new educational campaigns
- Provide content from Club activities for the Thirst newsletter and websites
- Assist with the supervision of social media
- Follow up with schools, teachers, students, clubs and partner institutions to assess the impact of club activities
- Create and maintain a database of Thirst clubs and activities
- Present the evolution and progress of Club activities to relevant stakeholders in order to improve Thirst's program transparency and social environmental impact

- **October 2014-November 2014 Intern at Thirst** - *An initiative of the World Economic Forum's Young Global Leaders*

- Contact schools/universities/community centers/other NGOs and organize presentations and activities
- Prepare and deliver We Water Experience presentations
- Deliver Thirst long-term classes and activities
- Create, organize and promote activities and events that inspire communities to take action to conserve water
- Help recruit and train new Thirst Volunteers. Participate in the volunteer team management
- Engage with Thirst's online audience via different social media, report about presentations on our WeChat account
- Write articles about thirst activities, the lessons we teach, and schools we visit and blogging our thirst stories on social media
- Work closely with the operation manager and education assistant to reach your monthly target

- **December 2011 - September 2014 Part-time Teacher at several different training centers in Beijing** (*Newport School, Easy English, Best English...*)

- Planning, preparing and delivering lessons to students aged from 2 to 50
- Develop curriculum and preparing teaching materials
- Working individually with students on improving their listening, speaking, reading and writing skills
- Working with students in groups on improving their listening, speaking, reading and writing skills
- Create tests, create and reinforce classroom rules
- Track student progress and present the information to parents
- Plan and organize outdoor activities for younger students
- Work with school administration

## Education:

- **2013-2015** Beijing Normal University, Faculty of Education, Master program in International and Comparative Education (scholarship holder: Chinese Government Scholarship 2013-2015, and Dositeja scholarship for 2015)
- **2011-2012** Communication University of China, Beijing, China (specialization in Chinese language, a scholarship holder: scholarship of Hanban, Chinese office for Chinese as Second Language and Confucius Institute)
- **2007-2011** University of Belgrade, faculty of Philology, Department of Orientalistics, Group for Chinese language, literature and culture (graduated in June 2011, average grade 8,55/10)
- **2003-2007** The 5th Economic High School, Belgrade, Serbia
- **1995-2003** Vladimir Rolovic, Primary School, Belgrade, Serbia

## Language proficiency:

- Serbian: Mother tongue
- English: Proficient
- Chinese: Good (HSK 5)
- Spanish: Good (B1)

## Fields of interest:

- Multiculturalism in education
- Bilingual education
- Language education (Chinese and English)
- Ecology and the environment
- Ecopedagogy
- Leadership in education
- Curriculum development

## Other:

I consider myself a world citizen with a passion for traveling and improving relations between people and with the environment. I also enjoy hiking, yoga, swimming, reading, and movies.