Branko Tomic
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Branko Tomic

Objective

Anxious to work with organization were I will be able to express myself within full capacity and to uphold the principles of humanity laid down by the mankind, irrespective of color, creed or ethnic background

Working Experience

USAID-ADF/CRDA Project/Novi Sad/Serbia

Procurement Coordinator, November 2005 – June 2007

- Supervise and lead a team of procurement specialists
- Ensure that invitations to bid are sent to appropriate vendors
- Ensure that advertisements get placed and transparency in the procurement process is maintained
- Ensure that calculations for technical specifications are checked/completed prior tendering
- Maintain vendors database/procurement status database
- Assist procurement specialists with problematic purchases
- Manage procurement backlog and reduce lag time between submission completed specs and delivery of goods to one month or less
- Maintain proactive working relationships with unit managers
- Develop more efficient procurement systems and processes in conjunction with F&A Manager
- Other duties as assigned

USAID-PADCO/LGSA Project/Brcko District/BiH

Office Manager/Accountant/Grant Manager, September 2002 – October 2005

- Budget/Financial issues of the project (accounting/reporting to Home Office)
- Expense forecasting for project on monthly basis, follow up/reporting on expenditures
- Admin. requirements in the office on human resources (international/HCN)
- Interaction with other International Organizations
- Inventory Data Base (follow up/update/reporting of inventory project has on disposal)
- Grant management (follow up/reporting of expenditures in compliance with USAID Policy)

USAID-DAI/District Management Team/Brcko District/BiH

Office Manager/Engineer Assistant, March 2000 – September 2002

- Budget/Financial issues of the party (accounting/reporting to HQ)
- Expense forecasting for party on monthly basis, follow up/reporting on expenditures
- Admin. requirements in the office on human resources (international/local)
- Interaction with other International Organizations
- Inventory Data Base (follow up/update/report of inventory which party has on disposal)

- Engineering assistance given to DMT Public Works & Utilities Specialist (waste waters, potable water treatment, electricity issues, roads construction, translating/interpreting of various laws)

OSCE/Vucitrn Police Academy/Firearms Dept. /Kosovo

Language Assistant, September 1999 – February 2000

- Class interpretation/translation for non Albanian ethnic cadets
- Written translations of class text books/lessons/laws
- Practical assistance given on Shooting Range
- Assistance given to other Academy Dept. (Defensive Tactics, Traffic, Patrol Duties, Forensics, General Policing, First Aid, etc.)

UNPSG/Engineering Section "Klisa" Airport/Osijek/Croatia

Field Engineer, January 1998 – June 1998

- Performed duties as Service Engineer/Supervisor for construction
- Rehabilitation, repair, construction of objects in Region financed by donors USAID, Belgian Trust Fund (total 43 projects in Sector East)
- Project management of construction sites (Vukovar; Penzioneri 24,26,28 Bldg./Kidricevo Bldg.)
- Follow up on repairs during the liability period

UNTAES/Civil Affairs/Beli Manastir/Croatia

Language Assistant, 1994 – January 1998

- Interpreting/translating for OIC, Head of Civil Affairs, Transitional Administrator, VIP and NGO coming to visit our AOR
- Dealing with issues related to displaced persons, refugees, returnees (obtaining the documents, tenant rights, registration of vehicles, legal issues, visits to cemeteries)
- Follow up the pilot project for returnees/preservation of multiethnic society (Hungarians, Croats, Serbs) in the AOR
- Introduction of the Croatian Curriculum for Hungarian ethnic minority in the AOR
- Active role taken due the election in Croatia
- Active role taken due the election in Croatia – local authority level
- Assistance given due to distribution of Humanitarian Aid

UNPROFOR/CIVPOL/Darda/Croatia

Language/Administrative Assistant, 1992 - 1994

- General interpreting assistance on all levels of tasks set out by the police field of work
- Socializing with local authority/residents
- Court follow-up cases, prison visits
- Assistance given to distribution of Humanitarian Aid
- Office Admin. requirements (recording, reporting, correspondence with HQ)

UNMO Team Dalj/Croatia/Prior to deployment of UNPROFOR

Volunteer, 1991 – 1992

- Install a hot-line between the opposing sides
- Round the clock reporting to respective sides on any shelling occurred within the wide range by heavy arms (tanks, howitzers, mortars)
- Admin. requirements in the office

Meat Processing Industry "Gavrilovic"/Petrinja/Croatia

Service Engineer May 1985 – 1991

- Team worker/supervisor for constructions financed by mother-firm
- Solving constructive problems due to export licenses (USA, Japan, Russia)
- Assure new construction meets standards/criteria mentioned above

- Assure precondition for installing imported machines (Denmark, USA)
- Steering Committee member

Personal Data

Date of birth:	November 02nd, 1962
Place of birth:	Bihac, Bosnia & Herzegovina
Nationality:	Serbian
Marital status:	Married; one child
Citizenship:	Serbia, Bosnia & Herzegovina
Driving license:	"B" code

Education

1979-1980 GOC, Educational Centre on Civil Engineering, Zagreb, Croatia

- **Draftsman (IV)**

1982-1985 FGZ, University on Civil Engineering, Zagreb, Croatia

- **Civil Engineer course – General (VI/1)**

Computer Skills

Computer literate