

Monika Straková, M.A.

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KEY QUALIFICATIONS:

Monika Straková works in PDCS as an office manager and coordinator of educational courses open to the public. She also manages different contracts and other PDCS activities. She is also responsible for the administration of the PDCS website, database management and other administrative tasks. Monika Straková has actively participated in various trainings and educational programs, from which she obtained certificates and has an academic education in social work. In the past, she coordinated several international projects.

EDUCATION and COURSES:

Comenius University, Bratislava, Slovakia, 1995-2000

Master of Social Work, Final thesis was written on social-psychological atmospheres of Slovak hospitals.

Secondary School for Nurses, Bratislava, Slovakia 1989-1993

2003 Intensive course in Mediation, ARK, certificate.

2000 Participation in training series organized by Ministry of Work, Social Affair and Family of SR named „**Consulting in social work**“, certificate.

2000 – 2001 Participation in long term international **educational program for women young** leaders, training in effective communication, leadership, team building, negotiation and presentation, certificate.

July 1999 **Participation in 2-weeks course** „The Minority Course“ (Denmark), focused on exchange of experiences between young Europeans active in non-profit sectors and also on co-existence of minorities and minority in different countries.

WORKING EXPERIENCE:

Office Manager and Project Coordinator, PDCS (Partners for Democratic Change Slovakia), 1999-present

- She is responsible for coordination of educational courses, seminars and internal training activities,

- Program European Network for Nonviolence and Dialogue – coordination of international conferences “Value Based Conflicts and Violence”, April 2017 and “Face to Face”, April 2018, 100 participants,
- Program Active Citizens Everywhere, coordination of closing conference „Civic Actors in Conflicts”, 80 participants, September 2015,
- International project “Strengthening Fundraising Capacities of NGOs in Central Europe”, coordination of international conference “Fundraising for Development and Relief: A quest for private sources in CEE region”, 100 participants, May 2012,
- Spring 2007 - she participated on preparation of European Citizens Consultations – Making your voice heard – 2 day event where Slovak citizens randomly selected discussed the future of Europe and was responsible of organizing Open Space seminar on “Trends in trainings and non-formal education” with app. 80 participants,
- 2005 - 2006 coordinated program “Reducing Health inequalities in Roma Communities” funded from EC funds and internationally administered by FSG (Fundacion Secretariado Gitano),
- 2004 – 2005 she coordinated the Slovak part of the international program Young Women Promoting Equality, Diversity, and Peace, which involved mentoring and coaching to participants who work with Roma and other disadvantaged populations,
- August 2003 - 2006 – she cooperated on international project focused on developing the curricula in “Conflict Management”, there are 4 countries involved – Germany, Italy, Czech Republic and Slovakia,
- from April – June 2000, she was responsible for organizational part of the study visit of Serbian and Kosovo NGOs representatives named “Training of Serbian and Kosovo NGOs representatives providing them with technical assistance for their respective third sectors”,
- manages logistics on international projects relating to cooperation between majority and minority communities and NGOs development,
- orchestrate the logistics for national and regional trainings and on-going programs operated by PDCS,
- trained in effective communication, team-building, leadership, negotiation, facilitation, and cooperative planning, mediation.

Children nurse in hospitals in Bratislava (1993 – 1998)

LANGUAGES: Native Slovak; Czech, English, Russian (partly)

OTHER: MS Office user, Salesforce, Web administration in CMS Joomla, October