



## Nemanja Milutinović

**Date of birth:** 12/01/1993 | **Place of birth:** Sabac, Serbia | **Nationality:** Serbian | **Phone number:** (+381) 605553781 (Mobile) | **Email address:** [milutinovic.nemanja93@gmail.com](mailto:milutinovic.nemanja93@gmail.com) | **Website:** [sdcs.org.rs](http://sdcs.org.rs) | **Address:** Ilije Spirinovca 15, 15000, Šabac, Serbia (Home)

### ABOUT ME

A versatile, all-round sports operations professional with over 10 years of experience in managing administrative and technical systems. Dedicated to enhancing operational efficiency through a multi-skilled approach that combines precise coordination, data analytics, and innovative problem-solving.

### EDUCATION AND TRAINING

2012 – 2015 Novi Sad, Serbia

**VOCATIONAL MANAGER IN SPORT** Faculty of Sports and Physical Education, Novi Sad

**Website** <https://www.fsfvns.rs/> | **Field of study** Vocational Studies - Sport management | **Final grade** 9,14 | **Level in EQF** EQF level 6

2008 – 2012 Šabac, Serbia

**FINANCIAL TECHNICIAN** School of Economics and Trade Sabac

**Address** 15000, Šabac, Serbia | **Website** <http://ekonomskasabac.edu.rs/> | **Level in EQF** EQF level 4

### WORK EXPERIENCE

**TECHNICAL SECRETARY – KAYAK CLUB “ZORKA”** – 2022 – Current – SABAC, SERBIA

- **Operational Management & Governance:** Executing business correspondence, managing internal archives, and organizing sessions for the Board of Directors and the Club Assembly.
- **Comprehensive Club Logistics:** Maintaining detailed records of membership, staff, equipment, and sports facilities, while overseeing the registration and fulfillment of professional contracts.
- **Sports Program Administration:** Planning and managing sports programs, including the organization of athletic training camps, competitions, and athlete registrations.
- **Financial & Analytical Oversight:** Coordinating financial operations and conducting advanced collection, analysis, and interpretation of sports performance data.
- **Marketing & Infrastructure:** Assisting in promotional campaigns and ensuring the proper maintenance and management of the club's sporting facilities.

**DATA COLLECTOR – IMG ARENA / SPORTRADAR** – 2022 – Current

- **Real-Time Data Management:** Responsible for the accurate and high-speed collection and entry of sporting event data into specialized analytical platforms.
- **Performance Analysis:** Monitoring live sports matches to provide precise statistical updates, maintaining 100% data integrity under high-pressure conditions.
- **Software Proficiency:** Utilizing advanced proprietary software for real-time sports indexing and reporting.

**SECRETARY – SPORT DIAGNOSTIC CENTER SABAC** – 2021 – Current – SABAC, SERBIA

- **Administrative & Archive Management:** Managing professional correspondence, internal documentation, and the systematic archiving of organization records.
- **Operational Records & Logistics:** Maintaining internal databases for membership, personnel, committees, equipment, and organizational activities.
- **Governance & Compliance:** Organizing Board of Directors and Assembly sessions, while registering and monitoring the fulfillment of all contracts.
- **Strategic Planning:** Managing financial operations and the planning and implementation of sports programs.
- **Public Relations & Digital Presence:** Organizing promotional campaigns and maintaining the organization's website and digital platforms.

**WEBSITE AND SOCIAL MEDIA CREATOR – KAYAK CLUB “ZORKA”** – 2021 – Current – SABAC, SERBIA

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- **Media Coordination:** Managing communication with local media outlets by preparing and distributing press releases and event information via email.
  - **Digital Channels Management:** Maintaining the club's official website and social media profiles with regular news and updates.
  - **Promotional Content:** Creating and preparing basic promotional materials and digital assets for club activities and events.
  - **Campaign Organization:** Planning and implementing local promotional actions to improve club visibility within the community.

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#### COMET AND WEBSITE ADMINISTRATOR – MUNICIPAL FOOTBALL ASSOCIATION SABAC – 2019 – Current – SABAC, SERBIA

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- **Web Development & Design:** Designed and developed the association's official website (ofssabac.org.rs), currently managing all content updates, technical maintenance, and digital presentation.
  - **Competition Management (COMET):** Overseeing the COMET football management system for local leagues, ensuring accurate registration and real-time data integrity.
  - **Operational Liaison:** Maintaining extensive communication and coordination with the association office, league directors, clubs, and officials to ensure seamless information flow.
  - **Data Archiving & Support:** Providing technical assistance to the association's headquarters, with a focus on systematic archiving and managing data on external portals like srbijasport.net.

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#### COPY EDITOR – SPORTS WEEKLY NEWSPAPER "SPORT IN PODRINJE" – 2021 – 2022 – SABAC, SERBIA

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- **Editorial Quality Control:** Served as the final stage of the editorial process, performing detailed proofreading and copy-editing to ensure linguistic accuracy and stylistic consistency.
  - **Content Refinement:** Collaborated on refining and adapting raw texts to improve readability and professional presentation.
  - **Technical Data Entry:** Managed the systematic input of articles into the publishing software, ensuring all texts were correctly formatted for the final layout.
  - **Final Proofing:** Acted as a "final barrier" against errors, ensuring that all published content met high editorial standards.

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#### PAYMENT POINT OPERATOR – ZBET.RS - ADMIRAL BET – 2021 – ŠABAC, SERBIA

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- **Transaction & Data Management:** Processed betting tickets, slot machine payouts, and digital record-keeping through specialized software.
  - **Financial Accountability:** Managed cash operations, including safe handling of funds, daily reporting, and compliance with cashier standards.
  - **Customer Service & Maintenance:** Provided direct client support, managed beverage sales, and ensured the cleanliness and order of the facility.

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#### TECHNICAL ASSOCIATE – SPORT ASSOCIATION OF SABAC – 2016 – 2020 – SABAC, SERBIA

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- **Multi-Channel Digital Administration:** Managed and updated the official website and social media platforms (Facebook, YouTube), enhancing the digital presence of the Association.
  - **Publishing & Content Creation:** Produced technical bulletins and school sports publications, including photography and video recording of events.
  - **Project & Event Coordination:** Actively participated in the planning and execution of various sporting manifestations and multidisciplinary projects.
  - **Comprehensive Administrative Support:** Handled a wide range of technical and office management tasks, ensuring the smooth daily operation of the Association's headquarters.

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#### CORRESPONDENT FOR SCHOOL SPORT – SPORTS WEEKLY NEWSPAPER "SPORT IN PODRINJE" – 2016 – 2020 – SABAC, SERBIA

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- **Event Reporting:** Monitoring and reporting on school sports at local, regional, and national levels.
  - **Article Writing:** Authoring articles based on event results and data to promote youth sports development.

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#### TECHNICAL ASSOCIATE – SPORT DIAGNOSTIC CENTER SABAC – 2016 – 2018 – SABAC, SERBIA

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- **Administrative Support:** Handled daily office operations, including documentation filing, scheduling, and database entry.
  - **Digital Content Management:** Managed and updated the organization's social media profiles to increase community engagement and visibility.

- **Project Participation:** Provided operational and technical support during the implementation of sports diagnostic projects and local sporting events.
- **Technical Assistance:** Assisted in the preparation of reports and different materials.

## ERASMUS+ PROJECT PARTICIPATION

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01/02/2021 – 31/07/2022

### STS: Safety in the third sector

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*Ref. no. 2020-3-ES02-KA205-016585 (Strategic Partnerships for youth)*

**Link** <https://erasmus-plus.ec.europa.eu/projects/search/details/2020-3-ES02-KA205-016585>

01/01/2021 – 30/06/2022

### Extraordinary social change through sport

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*Ref. no. 622023-EPP-1-2020-1-IT-SPO-SSCP (Collaborative Partnerships)*

**Link** <https://erasmus-plus.ec.europa.eu/projects/search/details/622023-EPP-1-2020-1-IT-SPO-SSCP>

01/12/2022 – 30/10/2023

### Your Heart Beats! (YHB)

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*Ref. no. 2022-1-HU01-KA210-ADU-000083500*

**Link** <https://erasmus-plus.ec.europa.eu/projects/search/details/2022-1-HU01-KA210-ADU-000083500>

01/06/2022 – 30/06/2024

### HOPASUS A project on how to use sport video games in education (HOP)

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*Ref. no. 101049653*

**Link** <https://erasmus-plus.ec.europa.eu/projects/search/details/101049653>

01/11/2022 – 31/10/2024

### Let's unite, sport as the main actor in the climate neutral strategy (SPOCLIMAT)

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*Ref. no. 101088472*

**Link** <https://spoclimat.eu/>

01/11/2023 – CURRENT

### Find Your Sport Superpower – Everyone Has It (FYSSP-EHI)

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*Ref. no. 101133595*

**Link** <https://sportsuperpower.com/>

01/01/2024 – 30/06/2025

### Capacity building of sport organizations by implementing healthy lifestyle actions among juniors and seniors (Be involved – active)

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*Ref. no. 101134337*

**Link** <https://erasmus-plus.ec.europa.eu/projects/search/details/101134337>

01/10/2024 – CURRENT

### Paddling for Sustainability: Eco-Friendly Canoeing Project (SUSCANOE)

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*Ref. no. 101177670*

**Link** <http://suscanoe.eu/>

01/01/2026 – 31/12/2028

### AgingMyth - Aging is a Myth

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*Ref. no. 101243664*

**Link** <https://erasmus-plus.ec.europa.eu/projects/search/details/101243664>

## DIGITAL SKILLS

### My Digital Skills

#### Data Analytics & Real-Time Processing

- **Live Data Collection:** Advanced proficiency in real-time sports data entry and management using high-speed proprietary platforms.
- **Analytical Precision:** Exceptional ability to process and verify complex sporting information instantly, ensuring data accuracy for global networks.
- **COMET System:** Expert administration of the COMET football management system for league and competition oversight.

#### Content Creation & Web

- **Web Development:** Expert in **WordPress** (design, development, and administration of ofssabac.org.rs and sdcs.org.rs).
- **Visual & Social Media:** Advanced use of **Canva** for design, and management of **Facebook** and **YouTube** professional accounts.

#### Office & Communication

- **MS Office (Advanced):** Expert level in **Excel** and **Word** for complex documentation and archiving.
- **Google Workspace:** Advanced proficiency in **G-mail** and cloud-based organization tools.

## LANGUAGE SKILLS

Mother tongue(s): **SERBIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## HOBBIES AND INTERESTS

### Hobbies and interests

- **Sports Engagement:** Attending local sports events and competitions to stay updated with regional athletic developments.
- **Active Recreation:** Engaging in amateur training and physical conditioning. Committed to a healthy and active lifestyle through cycling and swimming.
- **Animal Welfare & Companionship:** A lifelong animal lover with a special passion for dogs, enjoying quality time and daily walks as a form of active relaxation.