



## Europass Curriculum Vitae

### Personal information



First name(s) / Surname(s) **Janja Rebolj**

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Nationality Slovene

Date of birth 16/12/1962

Gender Female

### Work experience

Dates 01 December 1989 →

Occupation or position held Curator, since 2003 Museum Counsellor

Main activities and responsibilities curator for recent history  
PR, Marketing, Head of Communication Service, Trainer for museum professionals (management, communication skills), developing and delivering museum programs for adults

Name and address of employer City Museum of Ljubljana  
Gosposka 15  
SI-1000 Ljubljana

Type of business or sector Cultural Heritage

Dates 01/09/1988 - 30/11/1989

Occupation or position held teacher in secondary school

Main activities and responsibilities Teaching history, art history, sociology

Name and address of employer Srednja lesarska šola  
Aškerčeva 1  
SI - 1000 Ljubljana

Type of business or sector Education

Dates 27/10/1986 - 16/01/1988

Occupation or position held business secretary

Main activities and responsibilities organizing pedagogical training

Name and address of employer Filozofska fakulteta v Ljubljani/ Faculty of Arts  
Aškerčeva 12  
SI - 1000 Ljubljana

Type of business or sector Education

## Education and training

Dates	31/10/2006 - 04/11/2006
Principal subjects / occupational skills covered	Grundtvig 3 seminar; Lifelong Learning in European Museums
Name and type of organisation providing education and training	The Netherlands Museums Association
Dates	31/03/2006 - 23/01/2007
Title of qualification awarded	Certified (INLPTA) Master Business Practitioner
Principal subjects / occupational skills covered	Communication and presentation skills, team work skills, training skills, leadership skills
Name and type of organisation providing education and training	Glotta Nova Centre for New Knowledge
Dates	27/08/2006 - 31/08/2006
Principal subjects / occupational skills covered	Seminar on Adizes Methodology, management of change
Name and type of organisation providing education and training	CEEMAN, Central and East European Management Development Association; Adizes Management Resources
Dates	15/04/2005 - 21/01/2007
Title of qualification awarded	Certified (INLPTA) Business Practitioner in NLP
Principal subjects / occupational skills covered	Communication and presentation skills, team work skills, training skills, leadership skills
Name and type of organisation providing education and training	Glotta Nova, Centre for New Knowledge
Dates	6/12/2005 – 7/12/2005
Principal subjects / occupational skills covered	SDI (Strength Deployment Inventory)Qualification Course
Name and type of organisation providing education and training	Fastforward International d.o.o.
Dates	17/08/2005 - 21/08/2005
Principal subjects / occupational skills covered	Methods of Global Learning and Teaching
Name and type of organisation providing education and training	Glotta Nova, centre for new knowledge
Dates	1997 - 1999
Principal subjects / occupational skills covered	“Train the trainer” training for Museum Management
Dates	1997
Principal subjects / occupational skills covered	Museum Management training (Bled)
Dates	1997
Principal subjects / occupational skills covered	Cultural Management training
Name and type of organisation providing education and training	Gea College
Dates	1982 - 1988

Title of qualification awarded | Professor of history and sociology  
 Name and type of organisation providing education and training | University of Ljubljana, Faculty of Arts  
 Level in national or international classification | university degree

**Personal skills and competences**

Mother tongue(s) | **Slovenian**

Other language(s)

Self-assessment

*European level (\*)*

**English**  
**German**  
**French**  
**Croatian**  
**Serbian**  
**Latin**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B2	Independent user	C1	Proficient user	B2	Independent user	B2	Independent user	B1	Independent user
B1	Independent user	B1	Independent user	A2	Basic User	A2	Basic User	A2	Basic User
C1	Proficient user	C1	Proficient user	B2	Independent user	B2	Independent user	B2	Independent user
C1	Proficient user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user
A2	Basic User	A2	Basic User	A1	Basic User	A1	Basic User	A1	Basic User

(\*) *Common European Framework of Reference (CEF) level*

Social skills and competences

team spirit, good ability to adapt to multicultural environments, gained through cooperation in international project and international museum organization - ICOM, good communication skills gained through NLP, Rhetoric and Train the trainer trainings

Organisational skills and competences

- leadership (1997-2004 - head of Communication Service, responsible for a team of 10 people)
- coordinator of some international projects
- good experience in project and team management (also giving some training regarding the topic)

Computer skills and competences

Good command of Microsoft Office™ tools (Word™, Excel™ and PowerPoint™) – daily usage

Driving licence

Category B

**Additional information**

- Since 1998 I have prepared 5 exhibitions, participated at additional 3, developed and run several popularization projects, delivered 57 lectures and workshops (most of the for Slovene museum professionals) and published 13 articles, 1 catalogue and 3 leaflets
- Since 1998 I have participated on 32 different trainings regarding cultural management, PR., marketing communication and adult teaching skills in Slovenia and abroad
- Chair person of the Working Commission for Culture of Tourist association of Slovenia
- Member of International Council of Museums (ICOM)
- Member of ICOM SEE Board
- Member of Slovene Museum Society

**EUROPEAN LEVELS - SELF ASSESSMENT GRID**

		<b>A1</b>	<b>A2</b>	<b>B1</b>	<b>B2</b>	<b>C1</b>	<b>C2</b>
<b>U N D E R S T A N D I N G</b>	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
<b>S P E A K I N G</b>	Spoken interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
<b>W R I T I N G</b>	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.