



PERSONAL INFORMATION

Ivanka Lovrenčić Mikelić

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Sex Female | Date of birth 10th December 1975 | Nationality Croatian

WORK EXPERIENCE

1st May 2016 – today

Quality manager for LLLR

Ruđer Bošković Institute, Division of Experimental Physics, Laboratory for Low Level Radioactivity (LLLR)

- Establishment and maintenance of the management system according to the HRN EN ISO/IEC 17025 standard in the LLLR, coordination and execution of accreditation activities, personnel education on the HRN EN ISO/IEC 17025 standard and management system application

1st Mar. 2016 – today

Research Associate

Ruđer Bošković Institute, Division of Experimental Physics, Laboratory for Low Level Radioactivity

- Scientific research in geology, geochemistry, environmental radioactivity, scientific project management, publication of scientific and professional publications

1st Jan. 2015 – today

Quality manager for RBI

Ruđer Bošković Institute (RBI)

- Establishment and maintenance of the management system according to the HRN EN ISO/IEC 17025 standard in the Institute, coordination of the management system establishment in the RBI's laboratories, personnel education on the HRN EN ISO/IEC 17025 standard and management system application and interpretation, counselling

5th Mar. 2013 – 29th Feb. 2016

Research Associate

Ruđer Bošković Institute, Division of Marine and Environmental Research, Laboratory for Radioecology (LRE)

- Scientific research in geology, geochemistry, radioecology, mentor of B.Sc. thesis, scientific project management, publication of scientific and professional publications

1st Jan. 2013 – 31st Jan. 2016

Quality manager for LRE

Ruđer Bošković Institute, Division of Marine and Environmental Research, Laboratory for Radioecology

- Redesign and maintenance of the management system according to the HRN EN ISO/IEC 17025 standard in the LRE, coordination and execution of activities for the accreditation maintenance, personnel education on the HRN EN ISO/IEC 17025 standard and management system application

1st Jun. 2011 – 31st Dec. 2012

Deputy of the Quality manager for LRE

Ruđer Bošković Institute, Division of Marine and Environmental Research, Laboratory for Radioecology

- Maintenance of the management system according to the HRN EN ISO/IEC 17025 standard in the LRE, execution of activities for accreditation maintenance

1st May 2011 – 4th Mar. 2013

Senior Research Assistant

Ruđer Bošković Institute, Division of Marine and Environmental Research, Laboratory for Radioecology

- Scientific research in geology, geochemistry, radioecology, mentor of B.Sc. thesis, publication of scientific and professional publications

1st Jul. 2003 – 30th Apr. 2011

Research Assistant

Ruđer Bošković Institute, Division of Marine and Environmental Research, Laboratory for Radioecology

- Scientific research in geology, geochemistry, radioecology, publication of scientific and professional publications

EDUCATION AND TRAINING

 2011 **Ph.D. – natural sciences/geosciences/geology**

Faculty of Science, University of Zagreb

 2002 **B.Sc. in geology**

Faculty of Science, University of Zagreb

PERSONAL SKILLS

Mother tongue(s) Croatian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C1
Italian	B1	B1	B1	B1	B1
German	A1	A1	A1	A1	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- Ability to hold presentation on professional, scientific, and popular level acquired through participation in professional and scientific meetings, workshops, and seminars
- Ability to hold presentation in front of a large audience acquired through professional and scientific presentations
- Negotiation skills acquired during preparation of joint seminars and projects

Organisational / managerial skills

- Planning and coordination of project implementation acquired through trainings for the RBI personnel and for individual laboratories during the laboratory preparations for accreditation and implementation of the RBI management system
- Working group coordination acquired through the laboratory preparations for accreditation and maintenance of the management system

Job-related skills

- Ability of process approach to work/business processes
- Good understanding of requirements for accredited testing and calibration laboratories and of the means to fulfil the requirements
- Good understanding of metrology in chemistry acquired through the work in an analytical laboratory and professional educations
- Preparation and writing of scientific and professional articles and presentations

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Independent user	Independent user	Basic user	Independent user

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

- Advanced command of software: Microsoft Office package, Genie-2000 package, Corel Draw, Surfer, Statistica

Other skills ▪ Gamma-spectrometers operation

Driving licence B

ADDITIONAL INFORMATION

Presentations

- Lecturer on the Croatian Metrological Society seminars
- Cycle of lectures for education: "Application of the HRN EN ISO/IEC 17025 standard and joint documents of the RBI management system in the accredited laboratories of the RBI and the laboratories planning to obtain accreditation according to this standard" – held at the RBI
- Presentations at the RBI: "Accreditation according to the HRN EN ISO/IEC 17025 standard" – held 2 times
- Workshop "Radionuclides: Tools for sedimentation processes identification" – held 2 times at the Faculty of Science, University of Zagreb

Projects

- "Massic activities of radionuclides and mass fractions of metals in soil in the vicinity of the thermoelectric power plant Plomin and the assessment of exposure to flying ash from the power plant" – project manager

Memberships

- Member of technical committee of the Croatian Standards Institute (HZN/TO Z2: Assessment of conformity and accreditation)
- The State Office for Nuclear Safety, Technical Support Centre (TSC) - Deputy member of the TSC in the Expert group Radiological Monitoring (2008 – 2010)
- Croatian Quality Society
- Croatian Geological Society
- Croatian Radiation Protection Association
- The Committee for Geochemistry Department of the Natural Sciences Academy
- Member of the RBI's Council for Economy

Certifications

- Certified EOQ Quality Manager