

Matija Maticic

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[LinkedIn](#) • Rijeka, Croatia, EU

Administration Management, International Relations and Diplomacy, Policy Advisor, Education, profile

Personal Details:
22-01-1981 • Croatian Male

Resourceful and results-driven professional with extensive experience in co-ordinating high-level engagements and meetings, managing educational programs, and fostering peaceful coexistence through collaboration. Remarkable efficiency in spearheading complex schedules and confidential matters with care and discretion. Proven expertise in arranging logistics for events and meetings, optimising administrative workflows, and liaising with stakeholders to drive organisational efficiency. Skilled in project management, budget oversight, and process improvement to enhance productivity and operational effectiveness across fast-paced environments. Recognised for exceptional problem-solving abilities and a commitment to supporting executive priorities whilst maintaining strong cross-departmental relationships.

Areas of Expertise

- ♦ Administration Management
- ♦ Educational Program Development
- ♦ Project Coordination
- ♦ Teamwork and Adaptability
- ♦ Multitasking
- ♦ Workflow Optimisation
- ♦ Event Planning & Logistics
- ♦ Meeting Coordination
- ♦ Problem Solving
- ♦ Attention to Detail
- ♦ People Oriented
- ♦ Cross-functional Collaboration
- ♦ Strategic Planning
- ♦ Communication
- ♦ Result Oriented
- ♦ Analytical Skills

Professional Experience

Government of Croatia, Office of the Commission for Religious Communities, Zagreb, Croatia
Policy Advisor for Religious Communities **2019 - Present**

Oversee collaboration between government and religious communities to ensure alignment with national policies and legal frameworks. Facilitate dialogue and mediation between religious groups to promote peaceful coexistence and cultural understanding. Provide strategic recommendations to government officials on religious and some general affairs.

- Delivered impactful, culturally sensitive speeches for the Prime Minister and Ministers by carefully tailoring content for diverse religious occasions.

Consulate General of Italy, Croatia
Personal Assistant to Consul General

2015 – 2018

Managed diplomatic correspondence, guaranteeing timely and accurate communication with Italian and Croatian officials. Coordinated meetings, travel, and official events for Consul General. Prepared reports, briefing materials, and official documents for diplomatic initiatives and negotiations. Facilitate communication between consulates and local institutions.

- Supported Consul General - successfully attending and engaging at various events.

High School Gimnazija Andrija Mohorovicic, Rijeka, Croatia
Professor of Religion

2005 – 2015

Delivered engaging religious education curricula, fostering students' understanding of diverse religious traditions and ethics. Designed and implemented assessments to track student progress and adjust instructional methods. Led classroom discussions on moral and ethical topics, encouraging critical thinking and respectful dialogue.

- Led 18-year-old students to local and state competitions.

Additional Experience

Teaching Assistant, University College Dag Hammarskjold, Zagreb, Croatia

President of Intersectional Council for Dialogue & Diplomacy, University of Rijeka, Rijeka, Croatia

Personal Assistant, Embassy of Bulgaria, Zagreb, Croatia (diplomatic training)

Personal Assistant, Embassy of Vatican to Kuwait, Yemen, Bahrein, Qatar and UAE and Delegation to the Arabian Peninsula, Kuwait City, Kuwait (diplomatic training)

External Associate for Interfaith dialogue, Embassy of Croatia, Tel Aviv, Israel

Caretaker, Nursing home Paljug, Jastrebarsko, Croatia

Waiter, Receptionist, Supervisor, bar, and restaurant Municipium, Rijeka, Croatia

Education

Doctor of Philosophy in Diplomacy and International Affairs

Pôle Universitaire, Montpellier, France

Master's Degree in International Relations & Diplomacy

Dag Hammarskjold University College (now Libertas University), Zagreb, Croatia

Bachelor's and master's degree in Theology

Katolicki Bogoslovni Fakultet, Rijeka, Croatia

Professional Development

Tourist guide for domestic and foreign groups of tourists for destinations in Europe, Middle East, and Caribbean

Volunteer Experience

Europe and Caribbean

Experience in Leadership, Community Building and Interfaith Dialogue,
Chair of Board for Safe house, Chair of Board for Hospice, Member of Board for Dementia home
Assistant in Shelter for homeless, public kitchen for poor, local Prison

Licences

Driving Licence: Category B

Publications

Dok nam je putem otkrivao Pisma (Bible texts interpretation, 3 books, 700 pages), 2018

Krizni put (Passion of Christ art in Cathedral of Rijeka - meditations), 2019

Israeli – Palestinian negotiations, from 1991 – 2018: The Case for Political
Realism and Inevitability of a Two State Solution, 2019

Technical Proficiencies

Microsoft Office Suite

Languages

Croatian – **Native** | English – **Fluent** | German, Italian – **Intermediate**