



Bc. Emma Jedináková

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PROFILE

Master's student in Public Policy at Comenius University in Bratislava, with experience in public administration, financial oversight of grant-funded projects, and policy analysis. My academic interests include women's reproductive health and public policy implementation, with a particular focus on how policies and regulations shape society.

EDUCATION

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|-------------------|---|
| 09/2025 - Present | M.A. in Public Policy
Comenius University
📍 Bratislava, Slovakia |
| 09/2021 – 2025 | B.A. in International Relations
Matej Bel University
📍 Banská Bystrica, Slovakia |

WORK EXPERIENCE

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| 2023 – PRESENT | Grants and Administrative Financial Control Officer
Office for Slovaks Living Abroad
📍 Bratislava, Slovakia <ul style="list-style-type: none">Conducted administrative financial controls of grant-funded projects, assessing the economy, efficiency and effectiveness of public spending.Reviewed and assessed over 200 project financial reports covering grant-funded activities in the United States and Croatia.Financial and substantive assessments of completed projects, including communication with grant recipients.Applied relevant legislation and regulatory requirements, including verification of compliance with grant agreement conditions.Prepared statistical reports and analytical summaries on grant-funded projects.Participated in monitoring visits and on-site inspections of supported projects. |
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INTERNSHIPS

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| 10/2026 - present | CELSI Research Intern
📍 Central European Labour Studies Institute, Bratislava <ul style="list-style-type: none">Support research activities through data collection, analysis and the preparation of research materials.Contribute to Eurofound's Representativeness Studies, including data collection and reporting. |
| 02/2023 - 05/2023 | Grants Administration Intern
📍 Office for Slovaks Living Abroad, Bratislava <ul style="list-style-type: none">Assisted with the administration of grant schemes and the preparation of supporting documentation for departmental staff.Analysed data, compiled statistical reports and worked with the DIS information system. |

WORKSHOPS & EVENTS

Workshop Instructor

Module: Grant Expenditure and Financial Reporting | September 2025

📍 Office for Slovaks Living Abroad, Bratislava

- Designed and delivered training sessions on grant expenditure rules, eligible costs and financial reporting through the DIS electronic system.
- Led three workshops for grant recipients from Europe, North and South America, and Australia and Oceania, incorporating practical case studies and methodological guidance.

Conference Co-organiser

Permanent Conference of the Slovak Republic and Slovaks Living Abroad | October 2024

📍 Ministry of Foreign and European Affairs of the Slovak Republic, Bratislava

- Provided organisational and logistical support throughout the conference, including assistance with speakers and programme activities.

Secretary to the Grant Committee

State Support Programme: Information and Media | May–June 2024

📍 Office for Slovaks Living Abroad, Bratislava

- Prepared and presented grant applications to the committee chair and members.
- Coordinated communication with evaluators and committee members, maintained evaluation records and documented committee proceedings and decisions.

CERTIFICATES

Competition Authority Summer School | 2026

"Future of Markets"

📍 Antimonopoly Office of the Slovak Republic,
Bratislava

Administrative Financial Control | 2023

Legislative and Methodological Framework

Dr. Jozef Sýkora, MBA, DSc.

📍 Office for Slovaks Living Abroad, Bratislava

VOLUNTEERING

Translator

People in Peril

Bratislava | 2024–2025

Youth Delegate

World Forum of Rusyn Youth

Novi Sad, Serbia | 17–19 August 2023

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- AI Tools (Claude, Copilot, NotebookLM)
- Canva (Visual Design & Presentations)

LANGUAGES

English

B2

Russian

B1

Spanish

A2

DRIVING LICENCE

Category B