

EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL INFORMATION

Name  
Address  
Telephone  
E-mail  
Nationality  
Date of birth

**ANISA EMINOVIC-LJEVO**  
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American and Bosnian

16.10. 1985



WORK EXPERIENCE

2018- present

International University of Sarajevo (IUS) Sarajevo, BiH  
Faculty of Arts and Social Sciences (FASS) – English Language and Literature Department  
Faculty of Education (FEDU) - English Language and Literature Teaching

**ELIT/ELT Adjunct Instructor**

- Teaching required university courses - Freshman English ELIT100 -Academic Writing and Effect Communication and Freshman English ELIT200-Critical Reading and Writing, and ELIT113 Technical English
- Teaching ELIT course – ELIT313-Short Stories and ELIT101-Intorduction to Literature
- Preparation of the syllabi, assignments, lectures and materials;
- Preparing, conducting and marking all exams;
- Having office and consultation hours with students (in-person and online);
- Participating in all IUS, FASS and ELIT/ELT promotional activities (Wordy, Scholarship Testing, Conferences, ELIT Youth Conferences);
- Reviewing and proofreading for Epiphany (IUS Journal)

2008- present

International University of Sarajevo (IUS) Sarajevo, BiH  
English Language School (ELS)

**English Instructor and Level Coordinator**

- Teaching English to international students from A1-B2 level Integrated Skills (grammar (use of English), writing, reading and speaking).
- Preparing lesson, quizzes, exams (Midterm and Final) for all course levels and reviewing the exams. (A1-B2)
- Invigilating and mark quizzes and exams
- Preparing additional material /worksheets for the students

Additional obligations as a coordinator

- Preparing weekly plans for the instructors, curriculum and syllabus during the session
- Reviewing all quizzes for that level during the session.
- Organizing and conducting weekly meetings with the instructors and preparing minutes of the meeting.
- Assisted with the planning and necessary documents (curriculum, syllabus and etc.) for the Equals Accreditation (2016-2017)

2007-2008  
Marks Centre for Language Sarajevo, BiH  
Language School  
English Teacher – Native Speaker

- Taught students of all age groups grammar, writing and speaking.
- Organized additional speaking classes.
- Formed lesson plans and tests for each course level (basic, per-intermediate, intermediate, and advance).
- Taught advance level courses for employees of "Vakufska Bank".

2006  
Sarajevo Art – Bascarsijske Noci Sarajevo, BiH  
Interpreter & Hostess

- Welcomed different performers/groups, making sure all of their needs were met. Translated between the performers and organizers.
- During the performance, kept in contact with the client and seated the audience.

2002-2004  
'Verizon' Wireless Zone Philadelphia, PA, USA  
Sales & Customer Relations Representative

- Sold mobile phone plans and accessories.
- Dealt with questions and complaints from customers.
- Recorded monthly sales reports.
- Recruited and trained new staff. Set budgets/targets
- Reported back to senior managers.
- Maintained a detailed knowledge of the company's products and services.

## EDUCATION AND TRAINING

- Dates (from – to)

- Name and type of organization providing education and training
- Title of qualification awarded

2020-  
International University of Sarajevo  
PhD English Language and Literature – in progress

2010-2012  
International Burch University Sarajevo, BiH  
M.A. English Language and Literature

2004-2008  
University of Sarajevo - Faculty of Philosophy Sarajevo, BiH  
B.A., English Language and Literature

2000-2004  
Bensalem High School Bensalem, PA, USA  
High school diploma

## MOTHER TONGUE

## SOCIAL SKILLS AND COMPETENCES

## TECHNICAL SKILLS AND COMPETENCES

## ENGLISH AND BOSNIAN

I am able to work in a multicultural environment and have a great capacity to adapt to new situations and cultures.

COMPUTER (MS Word, PowerPoint, Excel, Outlook, Internet.) Office Equipment (Photocopy, Fax Machine)

## PUBLISHED ARTICLES

Lagumdžija, E. & Ljevo-Eminović, A. (2021). Is COVID-19 forcing ESL instructors to return to more traditional teaching in the second language acquisition methodology? *ERL Journal Volume 2021-1(5) - COVID-19 - A Source of Threats or Opportunities for Linguistic Education*, 18-29. [doi.org/10.36534/erlj.2021.01.02](https://doi.org/10.36534/erlj.2021.01.02)

Ljevo-Eminović, A. & Lagumdžija, E. (2021). *Depicting Displacement in Aleksandar Hemon's Nowhere Man*. Paper presented at 5<sup>th</sup> International Congress of Social Sciences Research (October 26-27, 2021). Book of Proceedings (pp. 21-29). Ankara Hacı Bayram Veli University, Ankara, Turkey. ISBN: 978-975-7604-34-1

Ljevo-Eminović, A. & Lagumdžija, E. (2021). Online vs. In-person Instruction: Case Study of ELIT100 Academic English and Effective Communication Students at FASS at International University of Sarajevo. Paper presented at Language Literature and Education Conference - COVID-19 Perspectives and Challenges. In Mulalic, Suljic, Mustafic (Eds.) *Language Literature and Education - COVID-19 Perspectives and Challenges Conference Proceedings*, 1 (pp. 1-13). International University of Sarajevo. Sarajevo. ISSN 2831-0659

Lagumdžija, E. & Ljevo-Eminović, A. (2021). Analyzing ELIT200 Critical Reading And Writing Course: How Is Critical Thinking Developed And Applied Through Critical Reading And Writing? Paper presented at 3rd International Symposium on Critical Analytical Thinking Conference (ISCAT2021 Ankara). Book of Proceedings (pp. 344-350). Ankara. <https://doi.org/10.33793/acperpro.05.01.35>