

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **ZLATIC DZEVIDA**
E-mail **z.dzevida@gmail.com**

Nationality **Bosnian**

Date of birth **11/12/1979**

WORK EXPERIENCE

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

October 2009 – the present

International University of Sarajevo, Sarajevo, BiH
University
EL Instructor

- Teaching students on all levels
- Preparing, invigilating and marking exams

- Dates (from – to)

- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

February 2009 – June 2009

OŠ Al Walidein Gazzaz , Sarajevo, BiH

Primary school

English teacher

- Teaching classes grade 1-4
- up to 15 hours per week teaching and other work related to teaching

- Dates (from – to)

- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

February 2008 – June 2008

OŠ Velesicki heroji , Sarajevo, BiH

Primary school

German teacher

- Teaching classes grade 5 – 8
- up to 15 hours per week teaching and other work related to teaching

- Dates (from – to)

- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

October 2005 – February 2008

Interlingua International House

Language school

English teacher/Director of Studies

Responsible for designing syllabuses, schedules, organizing in in-service trainings, recruiting teachers etc.

Specific projects include:

Developing curriculum for all classes – choice of approach, textbooks etc.

Designing syllabi for Business English, General English, Medical English,

Business communication skills courses, ESP Courses for Tourism, Marketing, Accounting etc.

Recruiting new teachers and develop recruitment procedures and selection criteria

Training new teachers – develop a 2-week-teacher training programme for new teachers

Establishing a mentoring system for new teachers

Conducting classroom observations

Monitoring students' achievements at the school level

Responsible for admittance tests

Scheduling classes and teachers

Managing the teaching staff
Writing reports
Giving presentations
Responsible for examinations
Conducting seminars for teachers on course planning
Managing the Quality Assurance Process leading to accreditations by EQUALS and International House World Organisation

- Dates (from – to)
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EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
- Level in national classification (if appropriate)

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 - Title of qualification awarded

April 2003- May 2004

Gemeinschaft fuer Technische Zusammenarbeit Sarajevo, BiH
Private international enterprise
Freelance Interpreter

- Translated written documents related to the support provided by GTZ to small and medium enterprises in Bosnia
- Interpreted training seminars and meetings organized by GTZ in Sarajevo, Mostar and Bijeljina as a part of their support for small and medium enterprises and different ministries in different fields such as Project management, Exploiting resources etc.

March 2010 – February 2017

International University of Sarajevo

Comparative Literature in Theory and Practice, African-American Literature, English War Poets I, Literary Criticism and Theory II: From Plato to Present, The Victorian Novel in England
Master of Arts in English Language and Literature

February 2008 – June 2009

Goethe Institute

Teaching German as a foreign language (Reading, Writing, Listening, Cultural differences, Using computers in language teaching)
FSE Certificate

August 2006 – September 2006

International House World Organisation

Teaching English as a foreign language (Teaching Reading, Writing, Listening and Speaking skills, Effective lesson planning, Evaluation of student progress, Teaching Grammar, Using audio-visual aids, Adapting lessons to different learning styles, Motivating students)
IH Certificate in Teaching English to Adults

March 2006

British Council Bosnia and Herzegovina

Reading, Writing, Listening and Speaking skills

Certificate of Proficiency in English

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
- Level in national classification (if appropriate)

MOTHER TONGUE

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

SOCIAL SKILLS AND COMPETENCES
Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

ORGANISATIONAL SKILLS AND COMPETENCES
Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

TECHNICAL SKILLS AND COMPETENCES
With computers, specific kinds of equipment, machinery, etc.

DRIVING LICENCE(S)

ADDITIONAL INFORMATION

October 1998 - June 2003

University of Sarajevo

Education & German/ English Language, Literature, Culture & Civilization

BA German and English language and literature

VSS

BOSNIAN

GERMAN

EXCELLENT

EXCELLENT

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Relationship skills—establishing and maintaining healthy and rewarding relationships based on cooperation; preventing, managing, and resolving interpersonal conflict; acquired while working as a Director of Studies at Interlingua International House and managing teachers, often of different nationalities

Cultural awareness - developed while working in multicultural environments at GTZ, Interlingua International House and Al-Walidein Gazzaz with people from the UK, the USA, Germany, the UAE

The ability to work in a team—the ability to occupy different positions in a team, respecting different opinions, having the ability to listen acquired working on several projects, seminars, a school magazine etc.

Time management skills, Documentation and Reporting skills, Multi tasking skills, Analytical skills, Problem solving skills, Decision making skills acquired while working as a Director of Studies in Interlingua International House and being responsible for the organization, scheduling classes, as well as monitoring and supporting the teaching staff

Computer literacy (Word, Excel, Powerpoint, Moodle)

Bosnian B Category driving license

Assoc. Prof. Dr. Mustafa Bal, Dean of Faculty of Arts at International University of Sarajevo, Hrasnicka cesta 15, 71000 Sarajevo

Mr.Laszlo Papp, University lecturer and Teacher trainer, pappindusz@gmail.com