

EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL INFORMATION

Name **EMINOVIC-LJEVO, ANISA**  
Address **BRANILACA SIPA 22  
71000 SARAJEVO  
BOSNIA AND HERZEGOVINA**  
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E-mail [anisaeminovic@gmail.com](mailto:anisaeminovic@gmail.com)  
Nationality American and Bosnian  
Date of birth 16.10. 1985

WORK EXPERIENCE

- 2016-  
International University of Sarajevo – English Language School Sarajevo, BiH  
English Language School  
English Instructor and Level Coordinator
- Apart from the regularly duties of an ELS Instructor; prepare weekly plans for the instructors, curriculum and syllabus for the level taught during the session.
  - Review all quizzes for that level during the session.
  - Have weekly meetings with the instructors and prepare minutes of the meeting.
  - Assisted with the planning and necessary documents (curriculum, syllabus and etc.) for the Equals Accreditation
- 2008-  
International University of Sarajevo – English Language School Sarajevo, BiH  
English Language School  
English Instructor
- Teach students grammar (use of English), writing, reading and speaking (Integrated Skills).
  - Prepare lesson, quizzes, and exams (Midterm and Final) for all course levels, review the exams. (A1-B2)
  - Invigilate and mark quizzes and exams.
  - Prepare additional worksheets for the students.
- 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.

1999-2002  
 YWCA (Young Women's Christian Association) Bensalem, PA, USA  
 Tutor, Summer Camp Counselor

- In an after-school program, assisted children with their homework. Coordinated educational games. Helped children resolve any personal issues they may have had. Met with teachers in order to establish a more effective tutoring lesson.
- During YWCA summer camp, firstly as a counselor in training (CIT) and later a counselor, organized outdoor and indoor activities, invented new games and had a number of children under my care.
- Acted as teen representative during meetings of Board of Directors.

## EDUCATION AND TRAINING

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

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

### ENGLISH AND BOSNIAN

### SOCIAL SKILLS AND COMPETENCES

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

### TECHNICAL SKILLS AND COMPETENCES

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

### DRIVING LICENSE

Category B - Clean.