

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **EMINA LAGUMDŽIJA**
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Nationality **BOSNIAN**
Date of birth **September 5**

WORK EXPERIENCE

International University of Sarajevo (IUS) 2007 – Present

English Language School (ELS)

English Language Instructor and Level Coordinator

Teaching English to Bosnian and international students at A1 to B2 levels;
Participating in ELS Placement and Proficiency Exams;
Preparing ELS syllabi and curricula;
Preparing weekly plans for the level responsible for during a particular session;
Reviewing quizzes and exams;
Organizing level meetings with the instructors teaching the level, writing minutes and submitting reports to the ELS Administration;
Assisted with the planning and preparation (documents such as curricula, syllabi, weekly plans, lesson plans, etc.), had meetings with the inspectors as well as official observations as part of the Equals Accreditation (2016-2017)

Faculty of Arts and Social Sciences (FASS) - October 2017 – present

ELIT Adjunct instructor

Teaching Freshman English Courses at ELIT (ELIT100 Academic English and Effective Communication and ELIT200 Critical Reading and Writing) as well as ELIT113 Technical English and ELIT213 Introduction to Academic Writing (double-degree program with Istanbul Technical University)
Preparing lectures and materials;
Preparing and adjusting all course components;
Adjusting and adding syllabi to E-Campus;
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);
Reviewing and proofreading for Epiphany

Interlingua Sarajevo 2006 – October 2007

Teaching English to Bosnian students and general public at A1 to B2 levels;
Teaching Business English to students of the Faculty of Economy, Sarajevo;
Preparing syllabi and curricula;
Organizing and conducting exams;
Preparing weekly plans for the school director;
Reviewing quizzes and exams;
Organizing level meetings with the instructors teaching the level, writing minutes and submitting reports to the school director

- Type of business or sector

British Council in Bosnia and Herzegovina –2005 – 2006

PEP/MESP Project (English Language Instructor)

Teaching English to members of the BiH Armed Forces;
Organizing and conducting regular classes and exams;
Preparing syllabi and curricula;
Preparing weekly plans for the project manager;
Organizing level meetings with the instructors and manager, writing minutes and submitting reports to the project manager

- Occupation or position held

Soros Foreign Language School Sarajevo – 2002 – 2006

English Language Instructor

Teaching English to Bosnian students and general public as well as to young learners at A1 to B2 levels;
Preparing and conducting quizzes and exams;
Participating in Placement Exams

- Main activities and responsibilities

Osnovna škola 'Grbavica 1' Sarajevo 2000 – 2002

English Language Teacher

Teaching English to 5th, 6th, 7th and 8th graders;
Preparing syllabi and curricula;
Preparing daily lesson plans;
Administering quizzes and tests/exams;
Participating in school meetings and event

EDUCATION AND TRAINING

- Name and type of organisation providing education and training

PhD Candidate – English Language and Literature

(International University of Sarajevo, Faculty of Arts and Social Sciences, Department of English Language and Literature, 2020)

MA in English Language and Literature

(International University of Sarajevo, Faculty of Arts and Social Sciences, 2013)

- Principal subjects/occupational skills covered

BA in Oriental Languages

(University of Sarajevo, Faculty of Philosophy, Department of Oriental Studies and Languages, 2002)

- Title of qualification awarded

Cambridge CELTA - Certificate in Teaching English to Adults – International House Prague, The Czech Republic, 2005

- Level in national classification

Cambridge CPE – Certificate of Proficiency in English Language – C2 – Cambridge University UK (taken at the British Council Bosnia and Herzegovina, Sarajevo), 2008

(if appropriate)

MOTHER TONGUE BOSNIAN

OTHER LANGUAGES

	ENGLISH	ARABIC	TURKISH	CZECH	GERMAN
• Reading skills	C2	B1/2	A2	B2	B1/2
• Writing skills	C2	B1/2	A2	B2	B1/2
• Verbal skills	C2	B1/2	A2	B2	B1/2

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

COMPETENT COMPUTER USER
MS WORD, EXCEL, POWER POINT,
ONLINE MEETING PLATFORMS SUCH
AS MS TEAMS AND ZOOM

ARTISTIC SKILLS
AND COMPETENCES
Music, writing, design, etc.

FINISHED ELEMENTARY MUSIC SCHOOL (6 YEARS) AT THE MUSIC ACADEMY, SARAJEVO, BiH; CAN PLAY THE PIANO

DRIVING LICENCE(S)

B

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

Ljevo-Eminović, A. & Lagumdžija, E. (2021). *Depicting Displacement in Aleksandar Hemon's Nowhere Man*. Paper presented at 5th 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