

# NADIRA PUŠKAR MUSTAFIĆ

Assistant Professor in English Language and Literature



## EXPERIENCE

Sarajevo, Bosnia and Herzegovina  
September 2021 - Present

### Assistant Professor in English Language and Literature *International University of Sarajevo*

#### Courses:

- LITE308.1 Literature on Film
- LITE401.1 American Drama
- LITE402.1 The American Novel

#### Additional responsibilities:

- Freshmen student advisor at English Language and Literature Department
- Proofreader for *Epiphany*, Journal of the Faculty of Arts and Social Sciences

Tuzla/Sarajevo, Bosnia and Herzegovina  
May 2016 - Present

### ESL/EFL Teacher *Business Education Center, Tuzla and Sarajevo (Bosnia and Herzegovina)*

#### Courses:

- English for specific purposes (Business English, Legal English, TOEFL, etc.)
- Conversational English- General English (A1 - C1) in mother tongue and English

#### Additional responsibilities:

- Conducting tests (oral and written) for issuing certificates
- Running in-house Business English courses
- Providing administrative support regarding the scheduling of courses, monitoring students' progress, introducing new courses, and negotiating with new business partners

Tuzla/Sarajevo, Bosnia and Herzegovina  
October 2018 - June 2020

### Assistant Professor in English Language and Literature *American University in Bosnia and Herzegovina, Tuzla/Sarajevo (Bosnia and Herzegovina)*

#### Courses:

- Oral and Written Expression; Approaches to Literature; Business Communication; Professional Writing and Communication;
- Technical Writing; Creative Writing; Writing in Foreign Relations and Affairs

#### Additional responsibilities:

## CONTACT INFORMATION

### Email

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### Address

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### Phone

+387603145801

### Nationality

Bosnian

### Link

<https://scholar.google.com/citations?user=OWFxzi0AAAAJ>

## SKILLS

- Excellent communicator, both verbally and in writing
- Strong leadership skills
- Effective classroom management skills
- Lesson and curriculum planning
- Time management skills
- Modern classroom technology

## LANGUAGES

### English

Advanced

### German

Intermediate

- Continuous monitoring of students' progress through Learning Management System (online platform)
- Distance teaching and monitoring using virtual office hours
- Providing administrative support to the non-faculty staff regarding students progress
- Planning of extracurricular activities aimed at facilitating knowledge acquisition
- Providing students with support towards achieving a better GPA

Tuzla, Bosnia and Herzegovina  
September 2016 - January  
2020

● **ESL/EFL Teacher**  
*Primary school Breške*

**Courses:**

- General English courses developed for different ages/levels of students (1st to 9th grade)

**Additional responsibilities:**

- Developed and implemented curriculum suited to students with special needs
- Ran the English club
- Performed administrative tasks
- Coordinated activities of colleagues, parents, and students to maintain and improve the students' learning progress
- Prepared students for the city and canton competitions in English

Tuzla/Sarajevo, Bosnia and  
Herzegovina  
October 2016

● **Board Member and Book Club President**  
*Projekt ABC*

- Member of the Projekt ABC Board
- Participating in administrative, legal, and development activities of the NGO
- Planning workshops and sessions for the general public
- Organizing Board Meetings
- Negotiating with NGO partner institutions
- President of an American literature 'Bookworm' book club
- Vice-president of a public speaking club in German

Tuzla, Bosnia and Herzegovina  
September 2014 - August 2016

● **ESL/EFL Teacher**  
*Primary school Brcanska Malta*

**Courses:**

- General English courses developed for students of different ages/levels (1st to 9th grade)

**Additional responsibilities:**

- Developed and implemented curriculum suited to students with special needs
- Ran the English club
- Performed administrative tasks
- Coordinated activities of colleagues, parents, and students to maintain and improve the students' learning progress
- Prepared students for the city and canton competitions in English

Tuzla, Bosnia and Herzegovina  
October 2014 - February 2019

**Adjunct Teaching Assistant**

*University of Tuzla*

**Courses:**

- General English at various departments (German, Journalism, Social Work, Education, etc.)
- Introduction to English literature I and II; American Literature; American Civilization; Shakespeare
- Literary Translation at MA level

**Additional responsibilities:**

- Organized and moderated student debates on various topics related to American literature and civilization

Tuzla, Bosnia and Herzegovina  
September 2005 - August 2015

**ESL/EFL Teacher**

*Vocational High School Tuzla*

**Courses:**

- General English courses developed for high school students of different ages/levels (15 to 18 years of age)

**Additional responsibilities:**

- Performed administrative tasks required by law, district policies, and school regulations
- Used the latest technology in language teaching
- Developed and implemented curriculum suited to students specific vocations, interests, and needs
- Developed students' creativity by having them do class projects
- Acted as a home-room teacher, coordinating activities of colleagues, parents, and students to maintain and improve the students' learning progress
- Ran a drama club, organizing school plays (High School Drama Clubs of the City of Tuzla - 1st place in 2012)
- Organized various public events for important dates
- Ran the Students' Council- Organized various human rights projects (e.g., Stop Bullying at Schools)
- Prepared students for the city and canton competitions in English

Gračanica, Bosnia and Herzegovina  
September 2003 - February 2004

**ESL/EFL Teacher**

*Primary school Hasan Kikić*

**Courses:**

- General English courses developed for students of different ages/levels (4th to 8th grade)

**Additional responsibilities:**

- Developed and implemented curriculum suited to students with special needs
- Performed administrative tasks
- Coordinated activities of colleagues, parents, and students to maintain and improve the students' learning progress

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## EDUCATION

Osijek, Croatia

October 2006 - June 2017

● **PhD in Literature**  
*Sveučilište Josipa Jurja Strossmayera u Osijeku*

Vienna, Austria

February 2004 - August 2005

● **Magistra Philosophiae (Degree validation)**  
*University of Vienna*

Tuzla, Bosnia and Herzegovina

October 1999 - January 2004

● **BA in English Language and Literature**  
*University of Tuzla*

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## PROJECTS

**Mothers and daughters are learning through sports activities**, November 2012.

### Responsibilities:

-Lectured on " Catharsis of women achieved through their affirmation in sports and culture"

### Project description:

<http://tuzlalive.ba/projekat-majke-i-kcerke-zajedno-uce-kroz-sportske-aktivnosti-77232/>

Project implemented by Athletics Club "Sloboda-Tehnograd" Tuzla (supported and financed by the US Embassy in Bosnia and Herzegovina)

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## CERTIFICATIONS & COURSES

1. Izrada projekata prevencije u vlastitoj lokalnoj zajednici/Doing prevention projects in local communities/, 7th scientific psychological conference, Philosophical College and Psychological Association Osijek, 2018.

2. ELT Trending, TETA (Tuzla Canton English Teachers Association) and Philosophical College Tuzla, January 2018.

3. Tuzla English Language Teaching Seminar, US Embassy Sarajevo, Ministry of Education of Tuzla and Tuzla Muftiate, June 2018.

4. The 21st Century Classroom, TETA (Tuzla Canton Teachers of English Association), January 2016.

5. Schools for Peace, Primary School Brčanska Malta, September 2015.

6. The Cambridge English Day, Cambridge University Press, Sarajevo, Bosnia and Herzegovina, October 2013.

7. Using Technologies in English Language Teaching, British Council and Pedagogical Institute Tuzla, Tuzla, Bosnia and Herzegovina, March 2012.

8. Working with Students With Special Needs to Encourage Their Inclusion (difficulties in learning, dyslexia), Pedagogical Institute Tuzla, January 2011.
  
9. Academic writing; Learning and Revision Through Creative Games, Pedagogical Institute Tuzla, Tuzla, Bosnia and Herzegovina, April 2011.
  
10. Assessment and Evaluation of Students with Special Needs (seminar), Pedagogical Institute Tuzla, Tuzla, Bosnia and Herzegovina, 2011.
  
11. Cultural Identity; Targeted Practical Tips on Motivation; Targeted Practical Tips on Evaluating Written Work; Using the Mother Tongue, Pedagogical Institute Tuzla, Tuzla, 2011.
  
12. Learning and Revision Through Creative Games, Pedagogical Institute Tuzla, Tuzla, Bosnia and Herzegovina, 2011.
  
13. Field Experience Exchange in Making Plans and Teaching in EU VET Classrooms in Tuzla Canton, Pedagogical Institute Tuzla, Tuzla, Bosnia and Herzegovina, 2006.  
Učenci sa posebnim potrebama i inkluzija/Students with Special Needs and Inclusion/, Pedagogical Institute Tuzla, Tuzla, Bosnia and Herzegovina, 2011.
  
14. Psychodrama psychotherapy training/The Second International Psychodrama Seminar, Zagreb, Croatia, March 2009.
  
15. Metodologija modularnih NPP; Aktivne nastavne metode; Stilovi učenja; Nove tehnike ocjenjivanja: EUVET PROGRAM ZA STRUČNO OBRAZOVANJE I OBUKU/Modular School Curriculum Methodology; Active Teaching Methods/New Grading Techniques/, Pedagogical Institute Tuzla, Tuzla, Bosnia and Herzegovina, December 2006.
  
16. Reading in Context, Predicting and Guessing Games; Learning New Vocabulary and Syntax, New Strategies for Utilizing Music and Pop Culture in the ESL Classroom, Pedagogical Institute Tuzla, Tuzla, Bosnia and Herzegovina, 2006.

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## HONORS & AWARDS

Croatian Ministry of Science and Education Book Writing Grant, 2017.

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## PUBLICATIONS

### **Book(s)**

1. Suze u public, Katarza u američkoj dramii/Tears in the Audience, Catharsis in Contemporary Auto/Biographical American Drama/, Citadela Libri, Zagreb, 2020.

## Academic Papers

1. Katarza u kontekstu kazališta i znanosti /Catharsis in the Context of Theatre and Science/, Gradovrh, časopis za jezično-znanstvena pitanja, Matica Hrvatska, Tuzla, 14/2018, str. 79-111.
2. "Katarzični efekti suvremene auto/biografske američke drame: Sjećam se Mame (1944.) John Van Drutena"/Cathartic Effects in Contemporary Auto/biographical Drama: John Van Druten's I Remember Mama/, Republika, časopis za književnost, Zagreb, 3/4/2018., str. 116-129.
3. "Biblioterapijski ili katarzični učinci kroz recepciju drame Izlazak sunca na Campobellu Dorea Scharyja/Bibliotherapeutic or Cathartic Effects in Dore Shary's Sunrise at Campobello/ Socijalne teme, Časopis za pitanja socijalnog rada i srodnih znanosti, 4/2017, str. 29-54.
4. "Prikaz fizičkog nedostatka junaka u suvremenoj biografskoj američkoj drami"/ Describing physically disabled characters in contemporary American drama, Gradovrh, časopis za jezično-znanstvena pitanja, Matica Hrvatska, Tuzla, 11/2014, str. 61-77.
5. "Avangarda-razbijanje žanrovskih okvira"/Avantgarde-the Breaking of Genre Boundaries/, Gradovrh, časopis za jezično-znanstvena pitanja, Matica Hrvatska, Tuzla,10/2013, str. 127-141.
6. "Umjetnost i bolest u romanu 'Dr. Faustus' Thomasa Manna"/Art and Illness in Thomas Mann's Dr. Faustus/, Gradovrh, časopis za jezično-znanstvena pitanja, Matica Hrvatska, Tuzla, 9/2012, str. 79-93.
7. "Teorije subverzivne i afirmativne američke drame autorice Sanje Nikčević"/Sanja Nikčević's Theories of Affirmative and Subversive American Drama/, Gradovrh, časopis za jezično-znanstvena pitanja, Matica Hrvatska, Tuzla, 8/2011, str. 365-377.
8. "Alexander Sacher Masoch: Maslinici u plamenu/Alexander Sacher Masoch's Olive Groves/, Gradovrh, časopis za jezično-znanstvena pitanja, 7/2010: 141-149.
9. "Elementi crkvenih prikazanja u Malom trgu Milana Grgića"/The Elements of Church Miracles in Milan Grgić's Little Square/, Gradovrh, časopis za jezično-znanstvena pitanja, 6/2009, str. 170-183.
10. "Motiv jeke u staroj hrvatskoj književnosti: Proserpina ugrabljena od Plutona autora Ivana Gundulića"/The Motif of Echo in Old Croatian Literature: Ivan Gundulić's Proserphine Snatched by Pluto/, Gradovrh, časopis za jezično-znanstvena pitanja, 5/2008., str. 177-199.
11. "Istina i pomirenje u jeziku i stilu postmoderne književnosti na primjeru romana Davidova priča"/Truth and Reconciliation in Language and Style of Postmodern Literature as Shown in the novel David's Story/, Gradovrh, časopis za jezično-znanstvena pitanja, 4/2007., str. 138-157.

## Web portals reviews

1. Novo u bh. književnosti: roman Šifra Beograd autora Osmana Puškara/New in Bosnian Literature: Code Belgrade by Osman Puškar,

<https://www.tacno.net/kultura/novo-u-bhknjizevnosti-roman-sifra-beograd-autora-osmana-puskara/>, 2018.

2. Prikaz romana Zlatna kuća Salmana Ruždija / A Review of Salman Rushdie's The Golden House/, <https://www.tacno.net/kultura/klub-knjige-na-engleskom-jeziku-bookworm-iz-tuzlevam-preporucuje/>, 2018.

3. Prikaz knjige Stakleni dvorac autorice Jeannette Walls / A Review of Jeannette Walls's The Glass Castle/, 2018.

4. Dani komedije u tuzlanskom BKC-u / The Days of Comedy in Bosnian Cultural Centre Tuzla/,

<https://www.tacno.net/kultura/dani-komedije-u-tuzlanskom-bkc-u/>;

<http://www.bhstring.net/tuzlauslikama/tuzlarije/viewnewnews.php?id=77284>, 2017.

### **Editorial experience**

1. Proofreader of "Šifra Beograd" by Osman Puškar / Korektor romana "Šifra Beograd" autora Osmana Puškara, 2018.

2. Co-editor of "Breaking the Balkan's Mythology" by Almir Mustafić / Ko-urednik publikacije "Razbijanje balkanske mitologije" autora Almira Mustafića, 2013

3. Co-editor of "Mir je najbolji" by Osman Puškar / Ko-urednik knjige "Mir je najbolji" autora Osmana Puškara, 2018.

### **Reviewer experience**

1. Reviewer for "Anafora", literary journal of the Philosophical Faculty at the University of Osijek, Croatia / Recenzent za "Anaforu", književni časopis Filozofskog fakulteta na Univerzitetu u Osijeku (Hrvatska), 2021.

2. Proofreader for "Epiphany", Journal of the Faculty of Arts and Social Sciences of the International University of Sarajevo, 2021.

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## **COMMUNICATION SKILLS**

- Well-developed interpersonal, presentation, and communication skills
- Good at listening and mediating between (opposing) parties
- Experienced at conflict resolution
- Aware of the importance of non-verbal communication
- Ability to identify and empathize with interlocutors

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## **ORGANIZATIONAL / MANAGERIAL SKILLS**

- Prominent organizational / managerial skills developed through performing different tasks:

- Administrative work at institutions of higher education and schools
  - Teacher-students and teacher-parents meetings at schools
  - Extracurricular activities (drama club, human rights club, etc.) at schools
  - Presiding over a book club at an NGO
  - Serving as a board member of an NGO
  - Organizing public events as a free-lancer (book promotions, human rights projects, etc.)
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## JOB(S)-RELATED SKILLS

### Teaching and writing:

- Advanced writing and editing skills (literature and theater reviews and analyses; reports; featured texts; announcements; essays; promo texts, etc.)
  - Ability to teach English (A1 - C2) in mother tongue or English
  - Ability to teach English for specific purposes at a professional level (Business English, Legal English, TOEFL, etc.)
  - Ability to teach American and English literature and theater, Academic Writing and Oral Expression at a university level
  - Competent in organizing and moderating book clubs, drama and human rights clubs, as well as various public events related to education, literature, theater, culture and human rights
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## DIGITAL SKILLS

- Microsoft Office, Internet Browsers, Audio-Visual Software, etc.
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## DRIVING LICENCE

- Driving licence B



