



Nadira Puškar Mustafić

Assistant Professor

📁 Employment History

Assistant Professor in English at International University of Sarajevo

September 2021 — Present

I have experience teaching a variety of English courses, such as Academic English and Effective Communication, Creative Writing, Survey of English Literature I and II, Classical Mythology, Literature on Film, Popular Literature, American Drama, The American Novel, and Shakespeare.

Apart from teaching, I also have other responsibilities which include serving as a freshman student advisor at the English Language and Literature Department, being a proofreader for Epiphany, Journal of the Faculty of Arts and Social Sciences, and coordinating the Cultural Studies Program. I was also the English Language and Literature Department's Program Coordinator in the Fall semester of 2023.

ESL/EFL Teacher at Business Education Center, Tuzla and Sarajevo

December 2016 — September 2020

Courses:

- We offer specialized English courses such as Business English, Legal English, and TOEFL preparation.
- We also offer conversational and general English courses for speakers at levels A1-C1 in both the native language and English.

Additional Responsibilities:

- We conduct oral and written tests to issue certificates.
- We provide in-house Business English courses.
- We offer administrative support for scheduling courses, monitoring student progress, introducing new courses, and negotiating with new business partners.

Details

Sarajevo

Bosnia & Herzegovina

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Links

[Google Scholar Profile](#)

[Linkedin](#)

Skills

Computer Skills

Microsoft Excel

Fast Learner

Teamwork

Adaptability

Communication Skills

Classroom Management
Management

Non-Verbal Communication

Teaching

Learning Management
Systems

Test Of English As A Foreign
Language (TOEFL)

Foreign Relations

Microsoft Office

Public Speaking

Editing

Curriculum Planning

Business English

Business Communication

Academic Writing

Conflict Resolution

Creative Writing

Communications

Assistant Professor in English Language and Literature at American University in Bosnia and Herzegovina, Tuzla and Sarajevo

October 2018 — June 2020

I have taught a wide range of courses related to communication and writing. These include courses on oral and written expression, which focus on improving communication skills, approaches to literature that explore different literary genres, and business communication, which emphasizes effective communication practices in the workplace.

I also taught courses on professional writing and communication, technical writing, and creative writing, which cover a variety of writing styles and techniques. Finally, I offered courses on writing in foreign relations and affairs, which explore the role of communication in international relations and diplomacy.

ESL/EFL Teacher at Primary school Breške, Tuzla

September 2016 — January 2020

Courses:

I taught ESL/EFL and General English courses to students of various ages and skill levels, ranging from 1st to 9th grade. In addition to teaching, I was responsible for developing curricula for students with special needs, organizing and leading the English club, performing administrative tasks, coordinating activities for colleagues, parents, and students, and preparing students for English competitions.

Adjunct Teaching Assistant at University of Tuzla, Tuzla

October 2017 — February 2019

Courses offered include General English at various departments, such as German, Journalism, Social Work, and Education. Introduction to English Literature I and II, American Literature, American Civilization, and Shakespeare are also available. At the MA level, there is a course on Literary Translation. As part of my additional responsibilities, I organized and moderated student debates on various topics related to American literature and civilization.

ESL/EFL Teacher at Vocational High School Tuzla, Tuzla

September 2005 — September 2015

Experience:

I have taught general English courses to high school students aged 15 to 18 years.

Responsibilities:

As an ESL/EFL teacher, I used technology to teach and customized my curriculum to meet each student's needs. I also performed administrative tasks and coordinated activities among colleagues, parents, and students. Additionally, I ran a drama club, organized school plays, and initiated various human rights projects. I also prepared students for English competitions.

EFL Teacher at Primary school Hasan Kikić, Gračanica

September 2003 — January 2004

Journalism

Professional Writing

Leadership

Continuous Monitoring

American Literature

Scheduling

Writing

Time Management

Virtual Office

Social Sciences

Coordinating

Technical Writing

Planning

Creativity

Languages

Croatian

English

German

Courses:

Our General English courses are designed to cater to students of different age groups and proficiency levels, ranging from 4th to 8th grade.

Additional Responsibilities:

As part of my role, I developed and implemented a personalized curriculum for students with special educational needs. I also performed administrative tasks and coordinated activities among colleagues, parents, and students to ensure the smooth running and constant improvement of students' academic progress.

EFL Teacher at Primary School Pazar, Tuzla

September 2015 — September 2017

- Delivered engaging and interactive lessons that fostered a positive learning environment
- Developed and implemented an English language curriculum that met the needs of a diverse student population
- Collaborated with other teachers, administrators, and parents to ensure students' academic success

EFL Teacher at Primary School Brčanska Malta, Tuzla

September 2014 — August 2016

- Assessed student progress using a variety of assessment techniques, such as quizzes and tests, to measure learning outcomes
- Utilized digital learning tools, such as online quizzes and interactive presentations, to engage students in the classroom
- Developed and implemented strategies to motivate and encourage students to improve their language proficiency

Education

PhD, Doctor of Philosophy, , Filozofski Fakultet u Osijeku, Sveučilište Josipa Juraja Strossmayera u Osijeku, Osijek

October 2006 — June 2017

Univerzitet u Tuzli , Tuzla, BA in English Language and Literature

October 2000 — October 2004

Literature, Sveučilište Josipa Jurja Strossmayera' u Osijeku, Osijek, Croatia

October 2006 — June 2017

Magistra philosophiae (diploma validation), University of Vienna, English Language and Literature Department, Vienna

October 2004 — October 2005

SUSI scholar, University of Montana , Missoula, Montana, US

July 2023 — August 2023

- SUSI for Scholars in Contemporary American Literature is an opportunity for 18 scholars from around the world, supported by the U.S. State Department. The program aims to enhance the understanding of literature's interaction with society and includes American lectures, cultural events, and visits to stunning landscapes such as Glacier Park, Bison Range, New York, and D.C. Additionally, scholars met with novelists, TV writers, agents, and publishers.