

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **AMRA CEMO**
Address **17 BAJRE KALJANCA, 71000 SARAJEVO, BOSNIA AND HERZEGOVINA**
Telephone **+387 062 357 598**
Fax -
E-mail acemo@ius.edu.ba

Nationality Bosnian
Date of birth 4 JUNE 1982

WORK EXPERIENCE

- Dates (from – to)
 - Name and address of employer
 - Type of business or sector
 - Occupation or position held
 - Main activities and responsibilities
- October 2017 – present day
 - International University of Sarajevo
 - Faculty of Arts and Social Sciences, English Language and Literature Department
 - Expert in practice
 - Teaching a course on effective communication in academic English, preparing teaching materials, setting and grading assignments, administering exams
 - September 2015 – present day
 - International University of Sarajevo
 - English Language School
 - English language instructor
 - Teaching English for academic purposes, preparing teaching materials, setting and marking homework assignments, preparing, invigilating and marking exams
 - September 2014 – September 2015
 - Istanbul Sehir University
 - Sehir English Preparatory Program
 - English Language Instructor
 - Teaching English for academic purposes, preparing teaching materials, setting and marking homework assignments, invigilating and marking exams
 - September 2006 – September 2014
 - International University of Sarajevo
 - English Language School
 - English language instructor, level coordinator (from 2010 to 2012)
 - Teaching English for academic purposes, preparing teaching materials, setting and marking homework assignments, preparing, invigilating and marking exams, performing coordination tasks
 - December 2006 – August 2006
 - Television of the Federation of Bosnia and Herzegovina, 12 Bulevar Mese Selimovica, 71000 Sarajevo
 - World News Department
 - Translator
 - Translating world news bulletins from English to Bosnian and vice versa

EDUCATION AND TRAINING

- Dates (from – to)
 - Name and type of organisation providing education and training
 - Principal subjects/occupational skills covered
 - Title of qualification awarded
- February 2008 – Septemeber 2013
 - University of Sarajevo, Faculty of Philosophy, English Department
 - Linguistics
 - MA in linguistics
- September 2001 – December 2005
 - University of Sarajevo, Faculty of Philosophy, English Department
 - English language and literature, British and American history, teaching methodology
 - BA in English language and literature
- September 1997 – June 2001
 - Teacher Training College, Sarajevo
 - General high-school subjects, psychology, pedagogy, teaching methodology
 - Primary school teacher

PERSONAL SKILLS AND COMPETENCES

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE

BOSNIAN

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

ENGLISH

VERY GOOD
VERY GOOD
VERY GOOD

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.

- COMMUNICATION SKILLS: WORKING WITH UNIVERSITY STUDENTS AND FELLOW INSTRUCTORS HAS ENABLED ME TO MEDIATE IN COMMUNICATION AMONG PEOPLE WITH DIFFERENT CULTURAL AND IDEOLOGICAL BACKGROUND, OVERCOME VARIOUS COMMUNICATION OBSTACLES AND MADE ME SENSITIVE TO INDIVIDUAL COMMUNICATION NEEDS AND DIFFICULTIES.
- TEAMWORK SKILLS: MY JOB REQUIRES COOPERATING WITH OTHER TEACHING STAFF MEMBERS ON DAILY BASIS. FOR TWO YEARS I COORDINATED TEACHING PROCESS AT DIFFERENT MODULES.
- INTERCULTURAL SKILLS: I AM EXPERIENCED IN WORKING IN AN ENVIRONMENT THAT INVOLVES PEOPLE WITH DIFFERENT CULTURAL, IDEOLOGICAL AND LINGUISTIC BACKGROUND.
- ABILITY TO PREPARE AND ADMINISTER EDUCATIONAL ACTIVITIES,
- ABILITY TO PREPARE AND ADMINISTER EXAMS
- ABILITY TO CREATE AND DEVELOP COURSE SYLLABI
- ABILITY PERFORM COORDINATION TASKS

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.*

- GOOD COMMAND OF MICROSOFT OFFICE PROGRAMMES
- ABILITY TO OPERATE PROJECTORS AND OTHER TYPES OF CLASSROOM EQUIPMENT