

**EUROPEAN
CURRICULUM VITAE
FORMAT**



PERSONAL INFORMATION

Name	FIKRETA FETAHOVIĆ
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WORK EXPERIENCE

• Dates (from – to)	2008-PRESENT
• Name and address of employer	International University of Sarajevo, Hrasnicka cesta 15, Ilidza
• Type of business or sector	Education
• Occupation or position held	English Language School Director Assistant / Turkish Language Instructor
• Main activities and responsibilities	<p>Conduct of all administrative jobs assigned by Director of the Language school. Conducting the evidence of presence of each employee and students in own organizational unit, running the archive, managing administrative and organizational affairs of students, issuing student certificates and other jobs assigned by Director and Rector.</p> <p>Plan, prepare and deliver lessons to a range of classes and groups. Prepare and set tests, examination papers and exercises. Mark and provide appropriate feedback on oral and written work. Devise, write and produce new materials, including visual resources.</p>

EDUCATION

• Dates (from – to)	2014 -2016
• Name and type of organization providing education and training	Faculty of Philosophy, University of Sarajevo
• Title of qualification awarded	MA in Turkish Language and Literature
• Dates (from – to)	2002-2007
• Name and type of organization providing education and training	Faculty of Philosophy, University of Sarajevo
• Principal subjects/occupational skills covered	Turkish and Persian language teaching, Analyzing literary and artistic works of Turkish and Persian writers, History of Oriental Literature
• Title of qualification awarded	BA in Turkish and Persian language and literature

**PROFFESIONAL DEVELOPMENT/
ADDITIONAL EDUCATION**

• Dates (from – to)	2009-2017
• Name and type of organization providing education and training	INTERNATIONAL UNIVERSITY OF SARAJEVO
• Principal subjects/occupational skills covered	English language courses-Upper- Intermediate level of General English, English language courses-Upper- Intermediate level of Bussines English, Computer courses- Microsoft Excel, Word and Office 365
• Title of qualification awarded	
• Level in national classification (if appropriate)	

**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	

	Turkish	English	Persian	French	
• Reading skills	C2	C1	B1	B1	
• Writing skills	C2	C1	B1	B1	
• Verbal skills	C2	C1	B1	B1	

SOCIAL SKILLS AND COMPETENCES	Work in multicultural and international environment Teamwork Work under the pressure
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ORGANIZATIONAL SKILLS AND COMPETENCES	Well developed coordination skills
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TECHNICAL SKILLS AND COMPETENCES	MS office (Word, Excel, Power point);
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DRIVING LICENCE(S)	B
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