

PERSONAL INFORMATION



Hilal Karić

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Nationality Turkish

WORK EXPERIENCE

- 2013-Present **Director of Lifelong Learning Centre**
International University of Sarajevo
Business or sector Adult Education / Capacity Building
- 2014-Present **School Board Member**
Isabeg - Ishakovic Primary School
Business or sector Primary Education
- 2011-Present **Director of English Language School (ELS)**
International University of Sarajevo
Business or sector Higher Education / English Language Teaching
- 2008-2011 **Deputy Director of English Language School (ELS)**
International University of Sarajevo
Business or sector Higher Education / English Language Teaching
- 2006-2008 **English Language Instructor & Administrative Assistant at ELS**
International University of Sarajevo
Business or sector Higher Education / English Language Teaching
- 2003-2006 **Executive Assistant**
KPMG Turkey
Business or sector Audit, Tax, and Advisory services
- 2002 **CRM Director**
Quartet Schools of English
Business or sector Education / English Language Teaching
- 1996-2000 **Director of English Language School / Quality Assurance Manager**
Antik Eğitim Yatırımları LTD ŞTİ.
Business or sector Education / English Language Teaching

EDUCATION AND TRAINING

- 2009 **MBA , Master in Business Administration**
International University of Sarajevo, Bosnia and Herzegovina
▪ Faculty of Business Administration– Business Administration in Management
- 1996 **BA in English Language and Teaching**
Marmara University, Istanbul, Turkey
▪ Faculty of Education– English Language and Teaching

PERSONAL SKILLS

Mother tongue(s) Turkish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Bosnian	B1	B1	A2	A2	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- Good written and verbal communication skills
- Speaking in public, to groups, or via electronic media
- Good presentation and negotiation skills

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent User	Proficient User	Independent User	Basic User	Basic User

[Digital competences - Self-assessment grid](#)

Organisational / managerial skills

- Able to lead others in high-demand situations
- Coaching, guiding or tacking
- Delegating tasks and responsibilities
- Demonstrated leadership
- Evaluating performance, programs, processes or events
- Planning, goal setting, or scheduling
- Strongly committed to team-building and staff development
- Able to coordinate several tasks simultaneously
- Analyzing data or situations

Driving licence

Type B

ADDITIONAL INFORMATION

Projects & Achievements

EAQUALS Accreditation - IUS English Language School – in progress
 Cambridge Programs Accreditation - Isabeg – Ishakovic Primary School -2014
 Establishment of the Lifelong Learning Centre at IUS – 2013
 ISO 9000 Accreditation - Antik Eğitim Yatırımları – 1999

Honours & Awards

Award of Excellence – International University of Sarajevo, December 2013
 (Awarded for outstanding performance and dedication at work)
 Award of Excellence – International University of Sarajevo, July 2009
 (Awarded for achieving excellent results in the MBA program)

Exchange Activities

Erasmus + Staff Mobility - İstanbul Şehir University - 2016-2017 Academic Year