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|  |  | **Curriculum Vitae slika za cv** | | | | | | | | | | | | |
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| Personal information | |  | | | | | | | | | | | | |
| First name and Surname | | Selma Gondžetović | | | | | | | | | | | | |
| Address | | Bakarevića 33, 71000 Sarajevo, Bosnia and Herzegovina | | | | | | | | | | | | |
| Telephone | | 00387 33 233 655 | | | | | Mobile: | | | | 00387 61 514 840 | | | |
| Fax | | 00387 33 233 655 | | | | | | | | | | | | |
| E-mail | | selma.gondzo@gmail.com | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Nationality | | Bosnia and Herzegovina | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Date of birth | | June 5th, 1990 | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Gender | | Female | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
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| Work experience | |  | | | | | | | | | | | | |
| Date | | November 2013 | | | | | | | | | | | | |
| Occupation or position held | | Interpreter | | | | | | | | | | | | |
| Main activities and responsibilities | | Interpreting a conference in chuchotage technique | | | | | | | | | | | | |
| Name and address of employer | | Open University, Sarajevo | | | | | | | | | | | | |
| Date | | November 2013 | | | | | | | | | | | | |
| Occupation or position held | | Translator | | | | | | | | | | | | |
| Main activities and responsibilities | | Translating a book by Hikmet Karčić, *Invoking the Truth* | | | | | | | | | | | | |
| Name and address of employer | | Konrad Adenauer – Stiftung, Ferhadija 19/I | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Date | | September 2013 - present | | | | | | | | | | | | |
| Occupation or position held | | Bosnian, Croatian, Serbian languages teacher for foreigners | | | | | | | | | | | | |
| Main activities and responsibilities | | Teaching a group of foreigners | | | | | | | | | | | | |
| Name and address of employer | | Association for Language and Culture *Linguists*, Alojza Benca 1, Sarajevo | | | | | | | | | | | | |
| Date | | September 2013 | | | | | | | | | | | | |
| Occupation or position held | | Editor and proofreader | | | | | | | | | | | | |
| Main activities and responsibilities | | Editing and proofreading a book by Jasna Bakraktarević - *Organizaciono ponašanje* | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Date | | July 2013 - present | | | | | | | | | | | | |
| Occupation or position held | | Bosnian, Croatian, Serbian for foreigners instructor | | | | | | | | | | | | |
| Main activities and responsibilities | | Teaching (part-time; 2 sessions per week – private one-to-one classes) | | | | | | | | | | | | |
| Name and address of employer | | Association for Language and Culture *Linguists*, Alojza Benca 1, Sarajevo | | | | | | | | | | | | |
| Date | | June 2013 – present | | | | | | | | | | | | |
| Occupation or position held | | Business English instructor | | | | | | | | | | | | |
| Main activities and responsibilities | | Teaching business English (part-time: 2-3 sessions per week) | | | | | | | | | | | | |
| Name and address of employer | | *Abbott Laboratories S.A*., Kolodvorska 12, Sarajevo | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Date | | May 2013 | | | | | | | | | | | | |
| Occupation or position held | | Editor and proofreader | | | | | | | | | | | | |
| Main activities and responsibilities | | Editing and proofreading a book by Sejdalija Gušić - *Nove kajde za stare sevdalinke Mustafe Mulalića* | | | | | | | | | | | | |
| Date | | May 2013 | | | | | | | | | | | | |
| Occupation or position held | | Editor and proofreader | | | | | | | | | | | | |
| Main activities and responsibilities | | Editing and proofreading a book by Selma Kuduzović - *Izazovi* | | | | | | | | | | | | |
| Name and address of employer | | NGO Metamorfoza, metamorfoza@udruzenje-metamorfoza.org | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Date | | May 2013 | | | | | | | | | | | | |
| Occupation or position held | | Editor and proofreader | | | | | | | | | | | | |
| Main activities and responsibilities | | Editing and proofreading a book by Jasna Bajraktarević – *Edukacijska psihologija* | | | | | | | | | | | | |
| Date | | April 2013 | | | | | | | | | | | | |
| Occupation or position held | | Editor and proofreader | | | | | | | | | | | | |
| Main activities and responsibilities | | Editing and proofreading book by Hanifa Ahmetašević - *Trenuci* | | | | | | | | | | | | |
| Name and address of employer | | NGO Metamorfoza, metamorfoza@udruzenje-metamorfoza.org | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Date | | March 2013 | | | | | | | | | | | | |
| Occupation or position held | | Editor and proofreader | | | | | | | | | | | | |
| Main activities and responsibilities | | Editing and proofreading a book by Jasna Bajraktarević – *Opća psihologija* | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Date | | December 2012 | | | | | | | | | | | | |
| Occupation or position held | | Editor in NGO *Metamorfoza* | | | | | | | | | | | | |
| Name and address of employer | | NGO Metamorfoza, metamorfoza@udruzenje-metamorfoza.org | | | | | | | | | | | | |
| Main activities and responsibilities | | Editing and proofreading a book by Elhad Karadžić titled *Suze moje majke* | | | | | | | | | | | | |
| Date | | May 2012 | | | | | | | | | | | | |
| Occupation or position held | | Editor and proofreader for Bosnian, Croatian, Serbian language | | | | | | | | | | | | |
| Name and address of employer | | Edukativni centar, Služba za prevođenje, Banja Luka | | | | | | | | | | | | |
| Main activities and responsibilities | | Editing the brochure: *Izvještaj o provođenju zakona u nadležnosti Centralne izborne komisije BiH za 2011. godinu* | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | April - June 2011 | | | | | | | | | | | | |
| Occupation or position held | | English language instructor | | | | | | | | | | | | |
| Main activities and responsibilities | | Teaching and preparing pupils for entrance exams in high schools | | | | | | | | | | | | |
| Name and address of employer | | Asocijacija bošnjačkih gimnazijalaca | | | | | | | | | | | | |
| Type of business or sector | | Education | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | August 18th - September 19th 2009 | | | | | | | | | | | | |
| Occupation or position held | | Assistant in the support sector | | | | | | | | | | | | |
| Main activities and responsibilities | | Inserting the users’ requests, | | | | | | | | | | | | |
| Name and address of employer | | BH Telecom, Hajrudin Šuman; Direkcija Sarajevo, Zmaja od Bosne 88, 71000 Sarajevo | | | | | | | | | | | | |
| Type of business or sector | | Sale and Support Sector | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | July 1st - 1st,  2008 | | | | | | | | | | | | |
| Occupation or position held | | Bookseller | | | | | | | | | | | | |
| Main activities and responsibilities | | Working in the bookstore, ordering new books and updating the computer programme for new books | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Education and training | |  | | | | | | | | | | | | |
| Dates | | 2012-present | | | | | | | | | | | | |
| Title of qualification awarded | | MA studies – 3rd semester | | | | | | | | | | | | |
| Principal subjects/occupational skills covered | | translating studies, contemporary English language, comparing English and Bosnian grammar, linguistics, literature | | | | | | | | | | | | |
| Name and type of organisation providing education and training | | University of Sarajevo, Faculty of Philosophy, English Department | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | 2009-2013 | | | | | | | | | | | | |
| Title of qualification awarded | | Bosnian, Croatian, Serbian language, BA (Department for editing and proofreading) | | | | | | | | | | | | |
| Principal subjects/occupational skills covered | | Bosnian, Croatian, Serbian language linguistics and literature | | | | | | | | | | | | |
| Name and type of organisation providing education and training | | University of Sarajevo, Faculty of Philosophy, Department of Bosnian, Croatian, Serbian language (editing and proofreading) | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | 2009 - 2012 | | | | | | | | | | | | |
| Title of qualification awarded | | English language and literature BA | | | | | | | | | | | | |
| Principal subjects/occupational skills covered | | English language, linguistics, literature, social and cultural history of GB and USA, translating and interpreting | | | | | | | | | | | | |
| Name and type of organisation providing education and training | | University of Sarajevo, Faculty of Philosophy, English Department | | | | | | | | | | | | |
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| Personal skills and competences | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Mother tongue | | Bosnian | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Other language(s) | | English, Italian, German | | | | | | | | | | | | |
| Self-assessment | |  | Understanding | | | | | Speaking | | | | | Writing | |
| European level | |  | Listening | | Reading | | | Spoken interaction | | Spoken production | | |  | |
| Language | |  | English | C2 |  | C2 | |  | C2 |  | | C2 |  | C2 |
| Language | |  | Italian | B2 |  | B2 | |  | B2 |  | | B2 |  | B2 |
| Language | |  | German | A2 |  | A2 | |  | A2 |  | | A2 |  | A2 |
|  | |  | | | | | | | | | | | | |
| Social skills and competences | | Equal abilities and readiness for individual and group work | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Organisational skills and competences | | I have a good sense for time and place management which helps me finish all tasks in the given time  limit | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Computer skills and competences | | Competent with most Microsoft Office programmes and some experience with HTML.  Some experience in CAT – training in TRADOS | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Driving licence | | B category | | | | | | | | | | | | |
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