



DŽEJLANA ŠUTKOVIĆ

PERSONAL INFORMATION

Name	DZEJLANA SUTKOVIC
Address	Branislava Đurđeva 18, 71 000, Sarajevo, Bosnia and Herzegovina
Telephone	Cell phone: 00 387 61 340 703
Fax	
E-mail	lanasutkovic@gmail.com

Nationality at birth	Yugoslav
Present nationality	Bosnian
Date of birth	2 December 1983
Place of birth	TRAVNIK
Sex	Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>
Marital status	Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/>

WORK EXPERIENCE

• Dates (from – to)	1 st DECEMBER-PRESENT
• Name and address of employer	http://dzejana.blogspot.com/
• Type of business or sector	Creative writing
• Occupation or position held	Freelance creative writer
• Main activities and responsibilities	Writing

• Dates (from – to)	1 st DECEMBER-PRESENT
• Name and address of employer	-TED a non-profit devoted to Ideas Worth Spreading.
• Type of business or sector	International organisation
• Occupation or position held	Volunteer English-Bosnian translator
• Main activities and responsibilities	Translator

• Dates (from – to)	27TH NOVEMBER -PRESENT
• Name and address of employer	-PEOI Professional Education, Testing and Certification Organization International
• Type of business or sector	International organisation
• Occupation or position held	Volunteer staff member-English-Bosnian illustrator, translator
• Main activities and responsibilities	Translator/illustrator for ESL

• Dates (from – to)	21ST SEPTEMBER 2011-5TH NOVEMBER 2011
• Name and address of employer	-UNICEF Office for Bosnia and Herzegovina, Kolodvorska 6 Sarajevo, Bosnia and Herzegovina
• Type of business or sector	International organisation
• Occupation or position held	English-Bosnian Interpreter to the MICS4 regional consultant during fieldwork training
• Main activities and responsibilities	<p>MICS4 FBiH pilot study</p> <p>MICS4 FBiH fieldwork training</p> <p>MICS4 FBiH fieldwork monitoring (Ilidza)</p> <p>-provide interpretation from English to local languages and vice versa to the MICS4 regional consultant during the three MICS4 training events (FBiH, RS and Roma survey trainings)</p> <p>-provide interpretation from English to local languages and vice versa to the MICS4 regional consultant during the pilot survey monitoring activities</p> <p>-provide interpretation from English to local languages and vice versa to MICS4 regional consultant during the main survey monitoring activities-if required</p>

• Dates (from – to)	<p>WITHIN THE PERIOD OF JANUARY 2009</p> <p>MARCH 2010</p> <p>JULY 2011</p> <p>PRESENT</p>
• Name and address of employer	<p>Bravo Foundation</p> <p>Magazine POZITIV</p> <p>The Mainichi Newspapers</p> <p>SOFREL Industry</p> <p>Mediana Agency</p> <p>Cei NAHLA</p>
• Type of business or sector	<p>Research project "Two schools under one roof"</p> <p>EU Project: Support to BiH Plant Health Administration</p> <p>EU Support to Institutional Capacity</p> <p>Building for Regional and Local</p> <p>Economic and SME Development,</p> <p>Bosnia and Herzegovina</p>

• Occupation or position held	External Associate/ Interpreter (English-Bosnian-English, English-English), freelance interpreter
• Main activities and responsibilities	Providing simultaneous, consecutive, ad hoc and written translation services in the area of: Banking & Finance, Agriculture and Agronomy, Genetics, Biology, Art, Literature, Administration, Marketing, Education, NGO sectors, international organisations etc.

• Dates (from – to)	JANUARY 2010- TODAY
• Name and address of employer	-Center for education and research Cei NAHLA, Dzemala Bijedica 122 71 000 Sarajevo, Bosnia and Herzegovina
• Type of business or sector	Education
• Occupation or position held	ESL teacher, Translator/Interpreter Business Administration-project lecturer and coordinator
• Main activities and responsibilities	Teaching, lesson planning, curricula management. Teaching groups and individuals at all levels, from Beginners to Advanced, including Business English Teaching young and adult learners Coordinating and delivering project components, translation of written materials

• Dates (from – to)	SEPTEMBER 2011-TODAY
• Name and address of employer	-ViaLang s.o.d Grbavička 91 Sarajevo 71 000
• Type of business or sector	Education, Translation
• Occupation or position held	ESL teacher, Translator/Interpreter, Private Tutor
• Main activities and responsibilities	Teaching, lesson planning, curricula management. Teaching groups and individuals at all levels, from Beginners to Advanced, including Business English Teaching young and adult learners Coordinating and delivering project components, translation of written materials

• Dates (from – to)	AUGUST 2010-OCTOBER 2010
• Name and address of employer	-School of Economy and Tourism 72270 Travnik
• Type of business or sector	Education
• Occupation or position held	Professor of English language and literature
• Main activities and responsibilities	Teaching, lesson planning, curricula management, classroom management Teaching classroom groups. High school graduates Teaching young and adult students

• Dates (from – to)	APRIL 2010- JUNE 2010
• Name and address of employer	Elementary school "Kovacici" Zagrebacka 22a 71 000 Sarajevo, Bosnia and Herzegovina
• Type of business or sector	Education
• Occupation or position held	English language teacher
• Main activities and responsibilities	Teaching, lesson planning, curricula management. Teaching young children and pre-school children including children with special needs Working in inclusive school environment

• Dates (from – to)	AUGUST 2009
• Name and address of employer	Sarajevo Film Festival Office Zelenih beretki 12, 71 000 Sarajevo, Bosnia and Herzegovina
• Type of business or sector	Protocol Office V.I.P sector
• Occupation or position held	Part time Bosnian-English-Bosnian interpreter/translator
• Main activities and responsibilities	-Providing simultaneous, consecutive, ad hoc and written interpretation and translation to V.I.P guests during the Sarajevo Film Festival, -Scheduling interviews, giving administrative, business assistance in planning, organizing PR events -Main areas of proficiency: filmography, general business, education, law, politics/government, international org/dev./coop, management, travel, tourism.

• Dates (from – to)	AUGUST 2008
• Name and address of employer	Sarajevo Film Festival Office Zelenih beretki 12, 71 000 Sarajevo, Bosnia and Herzegovina
• Type of business or sector	Protocol Office V.I.P sector
• Occupation or position held	Part time Bosnian-English-Bosnian interpreter/translator
• Main activities and responsibilities	-Providing simultaneous, consecutive, ad hoc and written interpretation and translation to V.I.P guests during the Sarajevo Film Festival, -Scheduling interviews, giving administrative, business assistance in planning, organizing PR events -Main areas of proficiency: filmography, general business, education, law, politics/government, international org/dev./coop, management, travel, tourism

• Dates (from – to)	2007-PRESENT
• Name and address of employer	-Non-profit Organization UMIS/ Association of Young Bosnians and Herzegovinians Across the World Gajev Trg 2, 71 000 Sarajevo, Bosnia and Herzegovina
• Type of business or sector	Website translator
• Occupation or position held	Part time Bosnian-English-Bosnian interpreter/translator
• Main activities and responsibilities	Translation of written materials, main areas of proficiency: economy, business, management, education, ecology, art, literature.

EDUCATION AND TRAINING

• Dates (from – to)	2002-2002
• Name and type of organization providing education and training	The faculty and administration of Landegg International University
• Principal subjects/occupational skills covered	Education for Peace (EFP) components -focus on the training of present and future generations of children and youth to become peacemakers by overcoming age-old prejudices, with the goal of breaking down the cycle of violence that has so often consumed the people here in the past. -The ultimate objective of EFP is to create a culture of peace based on fundamental scientific and ethical principles such as the consciousness of the oneness of humanity and the practice of unity in diversity. - an integrative method that seeks to introduce fundamental concepts about peace, unity and interethnic harmony in all major topics of the school curriculum - from history to science to the arts - so that peace education is not merely added on as an extra course but instead becomes an integral part of a student's experience. The process also involves parents, and the goal is to create a force for the transformation of the entire community.
• Title of qualification awarded	Seminar participant
• Level in national classification (if appropriate)	
• Dates (from – to)	July 2008- 21st-28th
• Principal subjects/occupational skills covered	- the Second Meeting of Young Bosnians and Herzegovinians across the world 2008 entitled: "Young people erasing borders" Higher Education, Economic Growth, EU Integration, Communications, Tourism and Sport. Writing Project proposals
• Dates (from – to)	August 2009 -31st July-4th
• Principal subjects/occupational skills covered	Summer Camp, Bjelašnica -the Third Meeting of Young Bosnians and Herzegovinians across the world-Summer Camp 2009 <ul style="list-style-type: none"> strengthening the abilities and skills, especially with project management, fundraising, teamwork, mapping partners and resources, lobbying and advocacy;

• Dates (from – to)	2006-July
• Name and type of organization providing education and training	GARIWO Sarajevo School of Civil Courage/ seminar Igman- "Imam Petlju" project
• Principal subjects/occupational skills covered	Unity in diversity, developing mutual-understanding skills, how to be a better and giving citizen, as a member of world family, where people should be treated equally and with respect,



	<p>in-depth seminars on the personal development, emotional reconciliation, and networking of the students</p> <ul style="list-style-type: none"> • Experience and demonstration of increased self-esteem, confidence, and trust • Having and gaining an improved understanding of historical events • Interacting with one another more meaningfully while grapple with historical and moral issues concerning inter-group relations • Feeling more confident to reject passivity, apathy and to embrace action for change.
• Title of qualification awarded	
• Level in national classification (if appropriate)	Basic

• Dates (from – to)	2003-2009
• Name and type of organization providing education and training	University of Philosophy, English Language and Literature Department
• Principal subjects/occupational skills covered	English Morphology; Phonetics; Syntax; Semantics; Translation; British Literature, American Literature, Social and Cultural History of Britain; Social and Cultural History of the USA; Pedagogy; Methodology of English Teaching
• Title of qualification awarded	BA Professor of English Language -4 year graduate
• Level in national classification (if appropriate)	VII

• Dates (from – to)	1998-2002
• Name and type of organization providing education and training	-Gymnasium "Travnik", Travnik
• Principal subjects/occupational skills covered	-Social and Natural sciences, languages, history, geography, art, music
• Title of qualification awarded	
• Level in national classification (if appropriate)	IV

PERSONAL SKILLS AND COMPETENCES
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MOTHER TONGUE	Bosnian
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OTHER LANGUAGES

LANGUAGE	English	Geman	Spanish	Turkish	
• Reading skills	excellent	excellent	Excellent	Basic	
• Writing skills	excellent	Good	Excellent	Basic	
• Verbal skills	excellent	Basic	Good	Basic	

TECHNICAL SKILLS AND COMPETENCES	MS OFFICE, INTERNET, BASIC SECURITY IN THE FIELD- UNICEF CERTIFICATE
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PR

DIOGEN pro kultura
<http://diogen.weebly.com>

MaxMinus magazin
<http://maxminus.weebly.com>