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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 |
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| 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*  |
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|  |  |
| 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 |  |
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| Mother tongue | Bosnian |
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| 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 |
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| 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  |
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| Computer skills and competences | Competent with most Microsoft Office programmes and some experience with HTML.Some experience in CAT – training in TRADOS |
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| Driving licence | B category |
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