

PERSONAL INFORMATION

Ilhana Dizdar

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Sex Female | Date of birth 1 Aug 1988 | Nationality Bosnian-Herzegovinian

PREFERRED JOB

Teaching professional

WORK EXPERIENCE

2 Sep 2019–Present

English language teacher

Elementary school "Gornji Vakuf", GORNJI VAKUF- USKOPLJE (Bosnia & Herzegovina)

Same tasks as in the previous employment.

2 Sep 2019–Present

English language teacher

Elementary school "Voljevac", GORNJI VAKUF- USKOPLJE (Bosnia & Herzegovina)

Same tasks as in the previous employment.

3 Sep 2018–20 Jun 2019

Primary education teaching professional

Elementary school "Pajić Polje", Gornji Vakuf Uskoplje (Bosnia and Herzegovina)

Same tasks as in the previous employment.

29 Jan 2018–30 Jun 2018

Primary education teaching professional

Elementary school "Pajić Polje"

Pajić Polje bb, 70240 Gornji Vakuf-Uskoplje (Bosnia and Herzegovina)

https://www.e-skole.ba/os_pajic_polje

Same tasks as in the previous employment.

Business or sector Education

17 Feb 2017–20 Jun 2018

Online english teacher

Bibo Global Opportunity

1 Dec 2015–30 Jun 2016

Primary education teaching professional

Elementary school "Voljevac"

Voljevac bb, 70240 Gornji Vakuf-Uskoplje (Bosnia and Herzegovina)

https://www.e-skole.ba/os_voljevac

Same tasks as in the previous employment.

Business or sector Education

7 Sep 2015–30 Jun 2016

Primary education teaching professional

Elementary school "Pajić Polje"

Pajić Polje, 70240 Gornji Vakuf-Uskoplje (Bosnia and Herzegovina)

https://www.e-skole.ba/os_pajic_polje

Same tasks as in the previous employment.

Business or sector Education

4 Mar 2015–30 Jun 2015

Secondary education teaching professional

High school "Gornji Vakuf"
Gradska bb, 70240 Gornji Vakuf-Uskoplje (Bosnia and Herzegovina)
https://www.e-skole.ba/mjesovita_srednja_g_vakuf

Same tasks as in the previous employment.

Business or sector Education

1 Sep 2014–30 Jun 2015

Primary education teaching professional

Elementary school "Pajić Polje"
Pajić Polje bb, 70240 Gornji Vakuf-Uskoplje (Bosnia and Herzegovina)
https://www.e-skole.ba/os_pajic_polje

Same tasks as in the previous employment.

Business or sector Education

3 Mar 2014–30 Jun 2014

Primary education teaching professional

Elementary school "Voljevac"
Voljevac bb, 70240 Gornji Vakuf-Uskoplje (Bosnia and Herzegovina)
https://www.e-skole.ba/os_voljevac

- Planned lessons for classroom of 15-30 students.
- Utilized instructional resources to strengthen English language skills.
- Created age and interest appropriate reading lists to expand students' vocabulary and comprehension skills.
- Worked with English Language Learners in small groups to develop fluency.
- Worked one-on-one with students who needed individualized attention and came up with special learning plans for struggling people.
- Used variety of teaching techniques to encourage student critical thinking and discussion in different courses.
- Graded students work based on completion, timeliness and accuracy and kept detailed records of grades.
- Designed exams to test fluency in reading, writing, speaking and comprehension of the English language.
- Developed an overall yearly curriculum for teaching English-language learners based on school and national requirements.
- Developed activities and integrated technology to diversify instruction.
- Maintained safety and security of all youth under care.
- Met with parents to resolve conflicting educational priorities and issues.
- Collaborated with a team of faculty to develop after-school tutorial program for students in need of extra help.
- Observed individual behaviors and suspect actions, and reported issues to supervisory staff.
- Collaborated with teachers and administrators to develop and evaluate school programs.
- Planned, implemented, monitored and assessed classroom instructional program.
- Created new lesson plans based on course objectives.
- Offered constructive feedback to minors under care regarding specific actions, behaviors and words.
- Documented student attendance and progress against goals.
- Facilitated group sessions and provided one-on-one support.

- Earned positive feedback from parents regarding classroom instruction and student learning success.
- Maintained a schedule of 20 English classes per week.

Business or sector Education

EDUCATION AND TRAINING

1 Oct 2007–28 Mar 2013

English language and literature teacher

Faculty of human sciences, Mostar (Bosnia and Herzegovina)

PERSONAL SKILLS

Mother tongue(s) Bosnian

Foreign language(s)

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

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages - Self-assessment grid

Communication skills

- English language proficiency
- Public speaking trained
- Diverse classroom settings
- Active listening
- Student motivation
- Outstanding social skills
- Managing classroom for diverse populations
- Advising
- Effectively work with parents
- Fundraising
- Activity oversight
- Flexible

Job-related skills

- Grammar expert
- Critical thinking
- Creative learning strategies
- Travel planning
- Standardized testing
- Inventory management
- Skill building
- Technological instruction
- Student motivation
- Creative imagination stimulation
- Audio-visual aid implementation
- Time management
- Age-appropriate lesson planning

- Teaching/tutoring
- Punctuality
- Documentation and reporting
- ESL- English as Second Language
- Computer proficient
- Managing classroom for diverse populations
- Positive learning environment
- Fundraising
- Activity oversight
- Flexible

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

Driving licence B, BE