



Biljana Orovcane Nineska

Nationality: Macedonian/citizen of the Republic of North Macedonia | **Gender** Female |

(+389) 000000000 | borovcanec@gmail.com | <https://www.linkedin.com/in/borovcanec/> |

1000, Skopje, North Macedonia

About me: Experienced Lecturer working in the higher education industry. Skilled in ELT Language Teaching, Assessment & Evaluation, Methodology, Teacher Training, Research, Educational management, Translation, Interpreting & Proofreading, Content Writing.

● WORK EXPERIENCE

09/2016 - CURRENT

EFL LECTURER - INTERNATIONAL BALKAN UNIVERSITY

Preparing students to be able to follow the lecturers in English at their chosen Faculty, because the language of instruction at the university is English;

- EAP Writing (from paragraph to essay writing);
- EAP Reading (skimming, scanning, intensive/extensive reading, for details/gist, summarizing etc);
- Grammar - Form and Function;
- Listening and Speaking (Strategies for Academic Listening, Note-taking, Discussion and presentation);
- Preparing students to design and orally present projects;
- Helping with the research work/ papers;
- Teaching study skills;
- Established an online community (forums/blogs/Facebook) among the students in order to enforce their collaboration and development.
- Professional Cooperation with the British Council, North Macedonia in organizing Exams and Courses
- Organizing and holding in-house training courses for the teachers

Education | www.ibu.edu.mk | Makedonska Kosovska Brigada, 1000, Skopje, North Macedonia

09/2006 - 09/2016

EFL LECTURER/ ELS COORDINATOR - INTERNATIONAL BALKAN UNIVERSITY

- Making needs analysis of the students and university;
- Developing school/ programme curricula and syllabi;
- Establishing the assessment/ evaluation criteria and processes;
- Making a selection of textbooks and creation of materials;
- Setting up the philosophy of the school;
- Managing the staff and documentation/paperwork of the school;
- Organizing different kinds of social and humanitarian events;
- Human resources and recruitment responsibilities;
- Organizing teacher/ professional development workshops.

Education | www.ibu.edu.mk | Makedonsko Kosovska Brigada, 1000, Skopje, North Macedonia

2019 - CURRENT

FREELANCE CONTENT WRITER AND COPYWRITER

Wrote many articles, essays and reviews for some local companies and blog owners and for a few international customers. Contact mainly through local recommendation.

I have taken a course on Social Media Advertising and SEO content writing.

2001 - CURRENT

FREELANCE TRANSLATOR AND INTERPRETER - LISTED BELOW

Translation and interpretations of different types of written texts, documents, and science materials. I am a certified court translator.

- Many Law Companies and Attorneys at Law, Skopje R.N. Macedonia
- Warehouse Company, Skopje R.N. Macedonia
- Health and Safety Students' Projects
- Translations of mechanical and medicine niche
- Electronics Service Vega
- Macedonian Telecommunication

Interpreting depositions and IME

09/2003 – 09/2006

EFL TEACHER – "EKSIKO" - EFL SCHOOL

In-classroom responsibilities:

- Performing lesson plans in accordance with the course goals and objectives consisted of a variety of activities.
- Using a variety of teaching aids/techniques
- Testing and checking students' work.

Educational Management responsibilities

- Responsible for course development and program planning of the school.
- Made Course Development for ESP.
- Established, Common Assessment Criteria of the school for testing English language proficiency in accordance with ALTE and CEFL set by the Council of Europe as reference guidelines.
- Held in-service seminars on various subjects in front of the staff of the school.
- Participating in the process of doing interviews when taking on new staff.
- Administrative tasks: Doing paperwork. Neat and precise documentation of information about students' work, progress, attendance and test results.

Skopje, North Macedonia

09/2003 – 06/2004

EFL TEACHER – "STUDIO MTQ" - EFL SCHOOL

Teacher of English as a Foreign Language

- All age groups: children, teenagers and adults
- Flexible and interactive approach. Lesson planning.
- Preparing and performing shows with the children in front of their parents as part of the school year performance
- Testing and evaluating student's work
- Highly organized school dealing with more than 600 students of all ages.

Kumanovo, North Macedonia

02/1999 – 06/2001

EFL TEACHER – "STUDIO MTQ" - EFL SCHOOL

Kumanovo, North Macedonia

09/1998 – 02/1999

EFL TEACHER – "WORKER'S UNIVERSITY KOCO RACIN"

Teacher of English as a Foreign Language

- Children courses held in their primary school
- Using appropriate methods of work and objective evaluation

Skopje, North Macedonia

● EDUCATION AND TRAINING

Skopje, North Macedonia

MASTER OF SCIENCE IN LINGUISTICS - LANGUAGE ASSESSMENT – University Ss. "Cyril and Methodious"

Thesis Topic:

"Formative Assessment as a Factor in Developing Speaking Competence when Learning English as a Foreign Language in Higher Education."

General:

Introduction to Linguistics, Assessment and Testing, Pragmatics, Teaching Methodology

Occupational

Creating Assessment Policies, Development of Assessment Criteria and curricula, Testing and Training, Teacher Training, Research

Field(s) of study

- Education

Formative Assessment as a Factor in Developing Speaking Competence when Learning EFL in HE

09/2001 – Skopje, North Macedonia

BA IN ENGLISH LANGUAGE AND LITERATURE – Univeristy Ss. "Cyril and Methodious"

major: English Language and English Teaching

01/2012 – 01/2012 – Skopje, North Macedonia

TEACHER TRAINAIR'S COURSE – British Council, North Macedonia

Beliefs about teaching and training, Digital content, Critical Methodology, Improving thinking, Action planning, Feedback etc.

Field(s) of study

- Education

● LANGUAGE SKILLS

Mother tongue(s): MACEDONIAN

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
SERBIAN	C2	C2	C2	C2	C2
FRENCH	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

SPSS software (Statistical Package for Social Science) | MS Office (MS Word MS Excel MS Powerpoint MS Publisher MS Outlook MS Teams) | WordPress

● PUBLICATIONS

Level of Agreement Between Teacher Assessment and Self-assessment of Oral Presentation Skills

http://www.ibu.edu.mk/ijep/?fbclid=IwAR15_pCITqUewZQb06K59rB9D6i08Cr2TDPuyXifmiwnsrgazEHp4ruE7KE – 2020

Acquisition of Interrogative Forms From A1 to B2 Level by Macedonian Learners of English

http://www.ibu.edu.mk/ijep/?fbclid=IwAR15_pCITqUewZQb06K59rB9D6i08Cr2TDPuyXifmiwnsrgazEHp4ruE7KE – 2020

Inter-rater Reliability of Teacher Assessment

<https://www.facebook.com/eltaalba/>
2021

It is expected in 2021

Presented at the 11th ELTA National Conference, Tirana, Albania, 2019

● DRIVING LICENCE

Driving Licence: B

● PROJECTS

02/2020 – CURRENT

ELSE Project Erasmus exchange of ideas on modern teaching, Milan, Italy

<http://www.elseproject.eu/else/>
description

Eco/logical Learning and Simulation Environments in Higher Education

● ORGANISATIONAL SKILLS

Organisational skills

Excellent communication skills gained through constant communication with students, co-workers and partners.

As an ELS coordinator and lecturer (responsible for 10 or more employees),

Classes consist of students from different religions and nationalities, so organizing social events for them in

cooperation with different external organizations for the purpose of developing their education and enriching their social lives made me an excellent communicator and manager.

There have been many cooperations and communication between institutions on the level of manager-manager in regards to organizing educational events and happenings for the purpose of better schooling.

● HOBBIES AND INTERESTS

Art, Music, Film, Reading Magazines, Medicine, Humanism

● JOB-RELATED SKILLS

Job-related skills

SEO Content Writing and Copywriter

FB and Insta Advertising –recently finished a course on Social Media Advertising

● OTHER SKILLS

Other skills

Certified Court Translator