|  |  |
| --- | --- |
|  | Curriculum vitae |
| PERSONAL INFORMATION | Majda |
|  |  |
|  |  |
|  | majda.335574@2freemail.com  |
|  | Skype Majda Maja |
|  | Sex Female | Date of birth 13/11/1990 |
| JOB APPLIED FOR |  |
| WORK EXPERIENCE |  |
| 03/04/2015–01/12/2016 | Assembly President |
|  | NGO "Bebi" Art & Community Center, Kulen-Vakuf (Bosnia and Herzegovina) |
|  | <https://www.facebook.com/Bebi-Art-Community-Center-1516291265337576/?fref=ts> |
|  | ▪ Hosting educational projects on daily basis with the children from local community (English |
|  | language, playgroup, table tennis, painting school etc) |
|  | ▪ Teaches English language in local schools within a project organized by Bebi Art and Community |
|  | Center in a cooperation with local community. |
|  | ▪ Makes plan and program for after school activities for children under age of 12 to help them |
|  | increase awareness of important things in life such as: " Earth Hour", "How to protect our |
|  | environment from ourselves", "Urban Gardening", " Express your creativity through foreign |
|  | language ( English) |
|  | ▪ Organizes multi ethnic workshops and presentations (photography, IT, art and literature). |
|  | ▪ Participates in projects with children with emotional behavioral difficulties ( Werkof Darmstadt e.V |
|  | German organisation) |
|  | ▪ |
|  | ▪ Attends post-conflict reconciliation and intercultural youth work in "Loja" organisation, Macedonia. |
|  | ▪ International cooperation with artists (Croatia, Germany, Turkey, Japan, Mexico etc) |
|  | ▪ Takes care of organisation of Assembly and convenes it sessions. |
|  | ▪ Presents daily work of the sessions. |
|  | ▪ Chair the meetings of Assembly. |
|  | ▪ Sign the decisions adopted at the general meetings. |
|  | ▪ Takes care of the implementation of decisions, conclusions and other acts of Assembly. |
|  | Business or sector Arts, entertainment and recreation |
| 03/04/2015–01/12/2016 | Head of Sales |
|  | Atlantis vcap Kulen Vakuf d.o.o |
|  | 13, Gecet, 77206 Bihac (Bosnia and Herzegovina) |
|  | [www.atlantis-kulenvakuf.com](http://www.atlantis-kulenvakuf.com/) |
|  | ▪ Main contact person between Atlantis company and Bebi Art and Community Center |
|  | ▪ PR for all activities delegated for the company (social medias, local televisions, radio channels, |
|  | newspapers) |
|  | ▪ Delegates day-to-day selling job to dedicated colleagues |
|  | ▪ Negotiates within the team goals, plans and strategies in order to develop a successful sales |
|  | process. |
|  | ▪ Discovers customer needs, develop and maintain long term customer relationship through the |



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03/01/2014–31/12/2015

01/10/2013–15/10/2013

03/03/2012–27/03/2013

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clear understanding of the dynamics of the selling process.

* Set up goals, communicate regularly, listen to teams feedback, offer motivation and provide any necessary training and support in order to improve sales strategy and effective selling
* Establishes key activites with the sales team to build up presence in a new market and create a sales funnel of new prospects.
* Identifies best costumers, understand their needs and implement the most effective marketing methods.
* Identifies sales expectations and key activites for the months ahead in a detailed sales plan with both sales and promotional campaigns to support a new product launch. Uses sales budgets to both forecast cashflow and track sales performance, helping to motivate and reward successful salespeople.

Business or sector Manufacturing

Member of the board of the directors

NGO "Una-Flora-Fauna", Kulen-Vakuf (Bosnia and Herzegovina)

* Provides continuity for the organisation by setting up a corporation or legal existence, and to represent the organization's point of view through interpretation of its products and services, and advocacy for them
* Selects and appoints a chief executive to whom responsibility for the administration of the organization is delegated
* Governs the organisation by broad policies and objectives formulated and agreed upon by the chief executive and employees, including to assign priorities and ensure the organization's capacity to carry out products/services/programs by continually reviewing its work
* Acquires sufficient resources for the organisation's operations and to finance the products/services/programs adequately

Business or sector Arts, entertainment and recreation

The cenzus enumerator

BiH Statistics Agency, Bihac (Bosnia and Herzegovina)

* Inquire about a variety of specific information including a person's name, age, religious preference, address and state of residency,
* Gather, record and encode information from a survey,
* Get in touch with individuals to be interviewed in their own home or office in person
* Recognize and give an account of problems in obtaining data,
* Submit completed tasks to a supervisor and discuss developments daily
* Review data gathered from an interview to check if they are complete and accurate
* Help people in filling out the questionnaires
* find and record addresses and households
* Update the layout map by recording new buildings/houses and delets the buildings/houses which are no more in existence
* Ensure that the entire area assigned is covered by visiting all the Census houses and households falling within the Enumeration block.

Volunteer

"Duga" Center for children without parental care, Kulen-Vakuf (Bosnia and Herzegovina)

* Teaches English language children between 5-7 years old in order to help them accept learning enviroment.
* Participate in games, drawing lessons, singing sessions, dancing, and other creative, educational and extracurricular activities
* Increase emotional support and care to children through various gatherings

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EDUCATION AND TRAINING 09/2009–06/2015

Curriculum vitae Majda Gutlic

* Help children with sanitation issues such as: brushing teeth and establishing and maintaining personal hygiene
* Help in food distribution, kitchen work/duties, garden maintenance
* Help in other activities or programs designed for children



BA English Language and Literature degree

University of Bihac, Pedagogical Faculty of Bihac English Department, Bihac (Bosnia and Herzegovina)

* Completes all the practical parts of studies in primary and high schools
* Assist in the educational and social development of students under the direction and guidance of the head teacher
* Organise classes and respond to the strengths and needs of students during lessons.
* Detects relations between the nature of language, the concept of meaning and sociocultural variables.
* Understands the significant number of texts from various periods of English literature according to the principles of some of the flows of literary criticism.
* Identifies different approaches to the analysis of spoken and written text, analyzing sentences and groups of sentences, vocabulary analysis, analysis of spoken interaction, the interpretation of literary practice, the study of (non) standard languages and the standardization process.
* Describes the fundamental values and principles of teaching through personal educational stance that relies on the fundamental knowledge and understanding of the domain of educational studies.
* Demonstrates understanding of generic conventions and discourse variables that determine factors such as authorship, creating text, target audience and critical reading.
* Interprets literary and non-literary texts, relying on the concepts and theories that are prevalent in the English language.
* Communicates fluently and correctly in English at level C1.
* Transmits knowledge on various topics orally and in writing.
* Developes criteria for determining and reviewing their own principles of professional ethics.
* Analyzes different concepts with an interdisciplinary approach to knowledge.
* Demonstrates a strong work ethic and interpersonal skills.
* Demonstrates the skills needed to acquire further knowledge in formal and informal contexts.
* Gathering data from various sources in order to explore the deeper understanding of the sphere of interest.
* Recognizes different pedagogical strategies in teaching writing. Has knowledge of writing a research paper, presentation and refinement.

09/2005–05/2009 Secondary Business School

"JUMSS“ BIHAC, Bihac (Bosnia and Herzegovina)

* Able to identify emerging economic trends and issues.
* Effective sunderstanding of economic relationships.
* Knowledge of interest rates and taxation
* Can clearly explain financial information and recommendations to non financial individuals.
* Extensive knowledge of economic theory and intuition.
* Comprehensive understanding of international economics
* Knowledge of financial markets.

PERSONAL SKILLS



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Curriculum vitae Majda Gutlic

Mother tongue(s) Bosnian



Other language(s)

English

Croatian

Serbian

Communication skills

Organisational / managerial skills

|  |  |  |  |
| --- | --- | --- | --- |
| UNDERSTANDING | SPEAKING | WRITING |  |
| Listening | Reading | Spoken interaction | Spoken production |  |  |
|  |  |
| C2 | C2 | C2 | C2 | C2 |  |
|  |  |  |  |  |  |
| C2 | C2 | C2 | C2 | C2 |  |
|  |  |  |  |  |  |
| C2 | C2 | C2 | C2 | C2 |  |



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

[Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)

* Gained essential skills for teaching through pedagogical studies and work experience
* Confident person who enjoys listening others to understand them, great organisational skills and ability to work effectively in groups.
* Ability to deal with conflicts, and solve disagreements.
* good motivation skills with children gained through volunteer work and projects realized as a member of NGO.
* Empathy toward children and ability to create feeling that we're all working together toward the same goal, to build up the trust.

Ability to organize and implement decisions adopted at the general Assembly meetings.

Ability to organize team work of small or large groups of people gained by working as organizer of projects Bebi Art & Community Center.

Experience of head of sales, responsible for structure of the schedule, able to boost productivity, and prioritize tasks that must be completed immediately versus those that can be postponed, delegated to another person, or eliminated altogether.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Digital competence |  |  | SELF-ASSESSMENT |  |  |  |
|  | Information | Communication | Content | Safety | Problem |  |
|  | processing | creation | solving |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  | Proficient user | Proficient user | Proficient user | Proficient user | Proficient user |  |
|  | [Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences) |  |  |  |  |
| Driving licence | B |  |  |  |  |  |



ADDITIONAL INFORMATION



Hobbies \*Poetry Writing \*Painting \*Bicycling \*Volleyball

Projects ▪ Organizer of the project: Opening of the exhibition "Past-Present-Future" by Tanja Leonhardt ( 25th April 2015)

* Organizer of the children project "1st Tent Painting" (13.- 25.05.2015)
* Organizer of the children project "2nd Tent Painting" ( 14.-21.07.2015)

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* Organizer of the photo workshop " A Personal View" with David Wieck.
* Organizer of the project "Beyond Our Mind" with fractal artist Torsten Stier, Exhibition, Lectures, Workshop ( 02.-09.10.2015)
* Organizer of 2nd, 3rd and 4th Corn Festival ( November 2015, April 2016, October 2016)
* Organizer of the project "Magic Walk" with Johanna Wieck and Peter Heck ( January 2016)
* Organizer of 1st Public Presentation with Prof. Irfan Hosic at Bebi Art & Community Center, main goal of the presentation was to emphasize social aspects of local social life that includes art, culture, production, ecology, tourism and social engagement. ( 23rd March 2016)
* Organizer of the 2nd Public Presentation with Prof. Irfan Hosic ( 23rd June 2016)
* Organizer of the three day Yoga course at Bebi Art & Community Center (June 2016)

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