



Jelena Poznanović

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Home: 85340 Herceg Novi (Montenegro)

WORK EXPERIENCE

University Teaching Assistant

Faculty of management Herceg Novi [15/10/2020 – Current]

Country: Montenegro

-Teaching Business English on subjects English language I, English language II, English language III and English language IV

-Business Communications

Teacher of English language

Center for foreign languages [15/10/2020 – Current]

City: Herceg Novi

Country: Montenegro

General English courses (A1 level, A2 level, B1 level, B2 level)

Specialized English courses (B1 level, B2 level)

Internship

Faculty of management Herceg Novi [15/01/2020 – 15/10/2020]

City: Herceg Novi

Country: Montenegro

- Administrative and secretary work

-Providing students with information regarding their academic program, schedule, available exchange programs (scholarships, mobility schemes, work and travel, etc.), internships, etc.

-Teaching assistant on subjects English language II and English language IV

-English language courses

EDUCATION AND TRAINING

Master's degree in English language and literature

"Mediterranean University" [2018 – 2021]

City: Podgorica

Country: Montenegro

Final grade: A (9.7)

Number of credits: 60 ECTS

Specialist in English language and literature

"Mediterranean University" [2017 – 2018]

City: Podgorica

Country: Montenegro

Final grade: B + (8.92)

Number of credits: 60 ECTS

Bachelor of Business English

"Mediterranean University" [2014 – 2017]

City: Podgorica

Country: Montenegro

Number of credits: 180 ECTS

Tourism and hotel management

High school "Ivan Goran Kovačić" [2010 – 2014]

City: Herceg Novi

Country: Montenegro

LANGUAGE SKILLS

Mother tongue(s): **Montenegrin**

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Italian

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

German

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

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

LANGUAGE COURSES

German language course - Cambridge IH Centre A1, A2

[03/09/2016 – 10/06/2017]

German language course - Humboldt Gesellschaft B1.1, B1.2

[10/09/2017 – 12/06/2018]

PROJECTS

ERASMUS+ PROJECT: GROWTH

[23/03/2023 – 23/03/2026]

ERASMUS+ PROJECT: GROWTH – 101083212 – GAP-101083212, GROWTH (Greening Relevance in Operations in Western-Balkan Tertiary-Education Habitats), Capacity building in the field of higher education (ERASMUS-EDU-2022-CBHE)

Position on the project: Administrative stuff

Marketing Challenge 2023

Marketing Challenge 2023: Digital Innovations and NGO Sector (2023), organization and PR of the educational project, supported within the competition for co-financing by the Ministry of Science and Technological Development of Montenegro.

Position on the project: Administrator

Link: <https://www.fm-hn.com/studentska-takmicenja/>

“Russia and Montenegro Towards Better Education”, University under inter-Parliamentary Assembly of EurAsEC and Faculty of management Herceg Novi

[29/04/2022 – 11/05/2022]

Position on the project: Students coordinator

Marketing Challenge 2022

[17/01/2022 – 05/04/2022]

Marketing Challenge 2022: Return to Art and Culture through Marketing Innovations (2022), organization and PR of the educational project, supported within the competition for co-financing by the Ministry of Economic Development of Montenegro.

Position on the project: Administrator

Link: <https://www.fm-hn.com/studentska-takmicenja/>

Project „Fortitude“- Interreg IPA Cross-border Cooperation Programme Croatia – Bosnia and Herzegovina – Montenegro 2014-2020.

[18/11/2021 – 31/01/2022]

Position on the project: Teacher of Business English in Tourism and Hospitality

Marketing Challenge 2021

[18/01/2021 – 15/04/2021]

Marketing Challenge 2021: Create a Digital Marketing Strategy (2021), organization and PR of the educational project, supported within the competition for co-financing by the Ministry of Education, Science, Culture and Sport of Montenegro.

Link: <https://www.fm-hn.com/studentska-takmicenja/>

Confucius classroom at the Faculty of Management

[01/11/2021 – 01/12/2021]

Organization and promotion of the competition and selection of the best drawings, graphics and artworks inspired by China for primary and secondary school students in Herceg Novi, Tivat and Faculty of management students.

Link: <https://www.fm-hn.com/2021/11/03/konkurs-za-najljepse-crteze-graficke-i-likovne-radove-u-saradnji-sa-institutom-konfucije/>

“Summer School of Sustainable Development in Tourism”, Faculty of Management Herceg Novi, Educational program project financed by the Ministry of Science of Montenegro, September 2020

Position on the project: Moderator

Link: <https://www.fm-hn.com/wp-content/uploads/2020/09/Ljetnja-skola-program.pdf>

“Winter School of Business”, Faculty of Management Herceg Novi, Educational program project financed by the Ministry of Science of Montenegro, January 2020

Position on the project: Teacher of Business English

Link: <https://www.fm-hn.com/kursevi/zimska-skola-preduzetnistva/>

CONFERENCES AND SEMINARS

2nd International Conference on Advances in Science and Technology (COAST 2023)

[31/05/2023 – 03/06/2023]

Organizing Committee - Faculty of management

Scientific research paper "Motivation in learning English as a second language: Case study-Faculty of management"

Authors: Irena Petrušić, PhD, Jelena Poznanović MSc

1st International Conference on Advances in Science and Technology (COAST 2022)

[Herceg Novi, Crna Gora, 26/05/2022 – 29/05/2022]

Organizing Committee - Faculty of management

Scientific research paper " Use of ICT in teaching English language"

Authors: doc.dr Irena Petrušić, mr Jelena Poznanović

Link: [https://confcoast.com/img-publications/49/Zbornik-radova_merged\(1\).pdf](https://confcoast.com/img-publications/49/Zbornik-radova_merged(1).pdf)

International Conference on Social and Technological Development (STED 2021)

[Trebinje, Bosnia and Hercegovina, 03/06/2021 – 06/06/2021]

Scientific research paper " The influence of digitalization on the acquisition of English as a foreign language"

Authors: doc.dr Irena Petrušić, mr Jelena Poznanović

Scientific research paper " Promotion of higher education institutions on social networks"

Authors: Jelena Ružić, Jelena Poznanović, Branko Ćurlić, Đorđe Janevski

Link: <http://conf.univerzitetpim.com/zbornik-radova/>

DIGITAL SKILLS

Microsoft Excel / Microsoft Powerpoint / Moodle learning platform / Amadeus reservation system / Microsoft Word

DRIVING LICENCE

Driving Licence: B1

Driving Licence: B

HOBBIES AND INTERESTS

Fitness, Outdoor activities