



Jelena Poznanović

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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

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]

Address: Herceg Novi (Montenegro)

Country: Montenegro

- Administrative and secretary work
- Providing students with the information regarding their academic program, available exchange programmes (scholarships, mobility schemes, work and travel etc.), internships etc.
- Teaching assistant on subject English language II and English language IV
- English language courses

Tourist information officer

Tourism Organisation of Herceg Novi [01/06/2019 – 01/10/2019]

Address: Herceg Novi (Montenegro)

Country: Montenegro

- Providing travel and accommodation information to tourists
- Providing information and directions to visitors who call at the center, as well as supplying information by telephone, letter or email
- Displaying a wide range of brochures and leaflets from hotels, tourist attractions, shops, restaurants and leisure facilities.
- Dealing with bookings for travel, entertainment, visitor attractions and accommodation.

EDUCATION AND TRAINING

Master's degree in English language and literature

"Mediterranean University" [2018 – 2021]

Address: Podgorica (Montenegro)

Final grade : A (9.7)

Number of credits: 60 ECTS

Specialist in English language and literature

"Mediterranean University" [2017 – 2018]

Address: Podgorica (Montenegro)

Final grade : B + (8.92)

Number of credits: 60 ECTS

Bachelor of Business English

"Mediterranean University" [2014 – 2017]

Address: Podgorica (Montenegro)

Number of credits: 180 ECTS

Tourism and hotel management

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

Address: Herceg Novi (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

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

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.

<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

-Moderator

<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

Teacher of Business English

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

“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]

Students coordinator

CONFERENCES AND SEMINARS

1. 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

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

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

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Highly developed communication skills through education and business experience
- Excellent presentation and negotiation skills
- Experienced at giving presentations to large audiences
- Process listening skills
- Great telephone manner

ORGANISATIONAL SKILLS

Organisational skills

- Excellent organisational and priority skills
- Punctual and responsible
- Ability to work independently and in group
- Task focused

DIGITAL SKILLS

My 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