

PERSONAL INFORMATION

Minela Smailbegović



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Sex Female | Date of birth 16/08/1989 | Nationality Bosnia and Herzegovina

WORK EXPERIENCE

- | | |
|---------------|--|
| 2021-present | English language teacher, University of Travnik, Faculty of Management and Business Economics
Courses: Business Foreign Language I & II |
| 2021- present | English language teacher, University of Travnik, Faculty of Education and Faculty of Technical Studies
Courses: English Language I & II |
| 2014- present | SUMERO – Union of organization for Support to Persons with Intellectual Disabilities, Federation of BiH
<ul style="list-style-type: none"> - Handling incoming mail and official documents - Drafting various types of submissions- applications, requests - Communication with clients, banks, tax and social services - Organizing meetings and business trips - Recording incoming and outgoing invoices - Cash desk operations - Maintaining protocol books - Assisting in the creation of financial and project reports - Analyzing receivables and liabilities |
| 2016-2017 | English Language and Literature Teacher
“Mehmedalija Mak Dizdar” Primary School |

EDUCATION AND TRAINING

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|-----------|--|
| 2011-2013 | Master of English Language and Literature
University of Sarajevo, Faculty of Philosophy, English Department – Linguistics |
| 2008-2011 | Bachelor of English Language and Literature
University of Sarajevo, Faculty of Philosophy, English Department |
| 2004-2008 | High School Diploma
Gimnazija “Visoko”, Visoko |

Mother tongue(s) Bosnian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Spanish	B2	B1	B2	B2	B1
Italian	B2	B2	B1	B1	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- Communication skills developed through daily cooperation with clients and suppliers, and providing information in a clear and professional manner
- Experience in public speaking and presentation skills gained through conducting workshops and trainings
- Team communication perfected during work on college group projects, with special emphasis on coordinating tasks and harmonizing deadlines

Organisational / managerial skills

- Effective time management, prioritization of tasks, timely planning of daily, weekly and monthly activities
- Efficient management of deadlines and delegation of tasks
- Keeping up-to-date records

Job-related skills

- Responsibility in completing work tasks within the given deadline and in the best possible way
- Persistence in overcoming obstacles and achieving set goals
- Willingness to work in a team
- Willingness to work hard
- Ability to express oneself in writing

Digital skills

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

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

Driving licence

B

ADDITIONAL INFORMATION

Projects

- Administrative and financial assistant on the project "Support for Inclusion of Persons with Disabilities in Bosnia and Herzegovina", Czech Development Agency (2016–2017)
- Administrative and financial assistant on the project SPRINT (EU4Employment), EU & Sweden (Oct 2024 – Oct 2025)

Conferences

4th European Self-Advocacy Conference, Brussels, December 2017

Seminars

- Training on Strategic Planning, KULT, July 2016
- "Administration and Human Resources" training, USAID, February 2024
- "Personal Data Protection in Business Practice", Revicon, May 2025

Certifications

EFTA Accounting Course, November 2023 – February 2024