

SLAVICA IVANCEVIC

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Date of birth 01.02.1982
Nationality Serbian



Free access to the Austrian labor market

ABOUT

ME

I am a highly adaptable, efficient team-player with effective communication skills, attention to details, and desire to learn. I am perfectly able to anticipate the needs and to interact with a wide range of characters. My goal is to find an environment where I can grow professionally and continue to contribute to a positive development of a company by sharing my knowledge and experience as a Programme Coordinator.

PROFESSIONAL BACKGROUND

01|2023–06|2023

English language trainer (A1-C1)

BFI Wien, Vienna

- Needs analysis
- Creation of syllabus for apprentices' courses for the **ÖBB customer center** and implementation of tailor-made programme
- Evaluation and monitoring of the learning progress

02|2016–ongoing

English language tutor (A1-C1)

Self-employed, Vienna

- Time and schedule management
- **Coordination** between parents, students and school programme
- Analysis of weaknesses and strengths, adjustment of teaching accordingly
- Development and implementation of **tailor-made learning programmes**
- Teaching grammar, vocabulary, pronunciation, writing, listening, reading and conversation skills
- Supporting clients in preparing for international exams such as **TOEFL or Cambridge English**
- tutoring school children, helping them to prepare for **written and final exams**, as well as to improve the grades

11|2011–07|2015

International Cooperation Advisor

Tax Administration of Republic of Serbia, Belgrade/Serbia

- Implementation of the European Union programme Fiscalis as a **national coordinator**
- Organization of meetings, events, workshops and seminars
- Being contact person for all the issues regarding the programme

- **Coordination** between Tax Administration of Republic of Serbia and European Commission as well as other members states' Tax Administrations
- Translation of reports and technical documents

10|2007–11|2011

English language trainer (A1-C1)

Foreign language institute 'Djuro Salaj', Belgrade/Serbia

- Needs analysis, creation and implementation of curricula
- Assessment of learning progress and creation of final exams
- Teaching general as well as business courses for companies: National Bank of Serbia, Tax Office of the Republic of Serbia, Hellenic Petroleum and the Ministry of Telecommunications and others

2006–2007

Work & Travel

London/England

EDUCATION

2007–2010

Master of Arts in English Literature

University of Belgrade/Serbia

- Thesis: Love and hate in Wuthering Heights
- Specialization: English literature

2000–2006

Bachelor of Arts in English Language and Literature

University of Belgrade/Serbia

FURTHER EDUCATION

2022

CELTA course (120 h)

BFI, Vienna

10|2006-06|2007

Course in scientific, technical and legal translations

Association of scientific and professional translators, Belgrade/Serbia

ADDITIONAL QUALIFICATIONS

Language skills	English	native speaker level	C2
	Serbian	mother tongue	C2
	German	fluent	B2

IT skills	Microsoft Office
	Zoom
	Moodle

INTERESTS

I enjoy traveling, meeting new people and exploring different cultures. In addition, I like hiking and running. Hiking is something that makes me relaxed, and I use every opportunity I have to go hiking with my family. I also take part in Austrian Women's Run every year.