






PERSONAL INFORMATION

Ivana Đorđev



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<https://www.uskolavrsac.edu.rs/profesori/dr-djordjev-ivana/>


Date of birth 31/05/1980 | Nationality Serbian

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR
PERSONAL STATEMENT

Reviewer, <http://research.rs/reviewers-info-page/>,
Serbian Language Editor, <http://research.rs/editorial-info-page/>

WORK EXPERIENCE

- 2004-2013 Professor of Serbian language and literature in high school ("Borislav Petrov Braca", Vrsac, Serbia)
- 2013-2013 Professor of Serbian language and literature in primary school ("Paja Jovanovic", Vrsac, Serbia)
- 2013-today Serbian language teacher in the Pre-school Teacher Training College "Mihailo Palov" in Vrsac
Present position: Serbian language teacher in the Pre-school Teacher Training College "Mihailo Palov" in Vrsac
Preschool Teacher Training College Vrsac, Omladinski trg 1, 26300 Vrsac, Serbia
<https://www.uskolavrsac.edu.rs/>
Teaching Serbian language at first and second level of studies. Coordinating of the Language Club's work (work with students whose mother tongue is Serbian, Romanian and Romany; also included in the implementation of inclusive workshops), lector.

Business or sector **Education**

EDUCATION AND TRAINING

- 2009-2015 **Doctor of philological sciences** PhD degree
Philological Faculty in Belgrade, University of Belgrade
- 2004-2009 **MA degree** MA degree
Philosophical Faculty in Novi Sad, Department of Serbian language
 - PhD degree in Serbian language and teaching methodology
- 1999-2004 **BA degree** BA degree
Philosophical Faculty in Novi Sad, Department of Serbian language
 - MA degree in Serbian language and linguistics
 - BA degree in Serbian language – Serbian language and literature teacher

PERSONAL SKILLS

Mother tongue(s) Serbian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B2	B2	B1
Replace with name of language certificate. Enter level if known.					
German	B1	B1	A2	A2	B1
Replace with name of language certificate. Enter level if known.					

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

Communication skills

- excellent general communication skills, as a Serbian language teacher working in the field of education;
- excellent general communication skills gained through my experience as author and presenter of seminar of professional training in the field of education;
- highly developed intercultural communication skills, due to the fact that I have been living in Vojvodina, multi-ethnic and multicultural part of Serbia, working in a truly intercultural setting (teaching languages at the College are: Serbian, Romanian and Roma);
- excellent teamwork skills, due to the fact that I have worked in versatile teams (organization of scientific conferences, member of different committees, boards and commissions);
- facilitating skills (through participation in the work of the language club etc.).

Organisational / managerial skills

- excellent organizational skills and competencies, reflected in the fact that I have been organizer and implementer of seminars for professional development of teachers (accredited by the Institute for Educational Improvement – the official body of the Ministry of Education of the Republic of Serbia; ZUOV).
- highly developed sensitivity to vulnerable and socially deprived groups and individuals, having in mind that I my job in the linguistic club of Pre-school Teacher Training College “Mihailo Palov” in Vrsac involves work with Roma students and with children and youth with special needs.
- good at organizing information, people or things in a systematic way; able to set priorities and keep to deadlines.

Job-related skills

- making designs for training session aimed at improving the soft skills of employees in the field of education;
- familiar with work as the administrative staff in international projects.

Digital competence

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

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

Replace with name of ICT-certificate(s)

- good command of office suite (presentation software)

Other skills

- Skills of designing and delivering seminars and lectures for professional improvement of teachers.
- Training skills and competencies.

Driving licence

B

ADDITIONAL INFORMATION

Publications	So far (2019) published (like author and co-author) 11 different publications (monographs, textbooks, guidebooks, handbooks etc.) and more than 50 research papers in different journals and proceedings; presented her work at numerous scientific conferences in Serbia; a peer-reviewer of several journals. Particular interests: orthography, teaching methods, contemporary Serbian language. All the relevant information regarding her scientific work and publications available at: http://www.uskolavrsac.edu.rs/profesori/dr-djordjev-ivana/ .
Presentations	
Projects	So far (2019) participated in 9 national and 3 international projects, with the following roles: researcher, member, administrative staff, available at: http://www.uskolavrsac.edu.rs/profesori/dr-djordjev-ivana/ . International: <ul style="list-style-type: none"> ▪ <i>Gender sensitive textbooks and classroom practice in the Balkan region</i>, 2005–2007, NGO Women’s Action (2006, worked as associate researcher); ▪ <i>Harmonization of Preschool Teacher Education Curricula in Serbia</i>, selected within Tempus IV – Sixth Call for Proposals (EACEA/35/2012) coordinated by the Preschool Teacher Training College “Mihailo Palov” in Vrsac, Serbia realized in cooperation with 7 other consortium members consisting of HEI from EU and the Partner Country (01.12.2013–30.11.2016) (team member, researcher, administrative staff); ▪ <i>Keep education yourself</i>, within Erasmus + Key Action 2: <i>Cooperation for innovation and the exchange of good practices – Capacity Building in Higher education</i>, project coordinator: College of Professional Studies for Education of Educators from Novi Sad, 2019-2021. (team member).
Conferences	So far (2019) participated in 15 international and 6 national conferences, available at: http://www.uskolavrsac.edu.rs/profesori/dr-djordjev-ivana/ . Author, co-author and implementer of the program of continuous professional development of teachers, educators and professional associates (accredited by the Institute for Educational Improvement – the official body of the Ministry of Education of the Republic of Serbia; 2016/17 and 2017/18; 2018/19, 2019/20 and 2020/21):
Seminars	https://zuov-katalog.rs/index.php?action=page/catalog/view&id=34 https://zuov-katalog.rs/index.php?action=page/catalog/view&id=36 https://zuov-katalog.rs/index.php?action=page/catalog/view&id=654 http://katalog2016.zuov.rs/Program2015.aspx?katbroj=721&godina=2014/2015
Honours and awards	Included in <i>The Lexicon of creators in pre-university education</i> (2019): https://www.uskolavrsac.edu.rs/objavljen-leksikon-stvaralaca/ . The winner of other awards (II) of the Institute for Educational Improvement (on the republic competition "Found at the seminar, applied in practice 2011"), and also the republican recognition awarded by the Government of the Republic of Serbia (Human and Minority Rights Services) to successful teachers for literary achievements students (2007).
Memberships	Team member of the Organizing Committee within the International Scientific Conference on Gifted (Vrsac), member of the Society of Subject Didactic of Serbia, a member of the TEACH team (Team of trainers in the field of soft and transversal skills and competences) etc. http://www.uskolavrsac.edu.rs/profesori/dr-djordjev-ivana/
References	
Citations	3
Courses	
Certifications	Trainer certificate (Team of trainers in the field of soft and transversal skills and competences)

ANNEXES

Replace with list of documents annexed to your CV. Examples:

- copies of degrees and qualifications;
- testimonial of employment or work placement;
- publications or research.