

PERSONAL INFORMATION

Ivana Edmonds**Setaliste 13. divizije 20, 51 000 Rijeka, Croatia****098-130-7743****ivana.edmonds@hotmail.com**Sex Female | Date of birth 27/10/1976 | Nationality
Croatian/American**PREFERRED JOB**

Work in a multicultural environment using languages in everyday work tasks.

WORK EXPERIENCE**FEBRUARY 2020-
PRESENT****Lecturer of Legal English
University of Rijeka, Faculty of Law
Hahlić 6, Rijeka, Croatia/Full-time substitute**

- teach 4 classes of Legal English to 300 first year law students
- prepare lessons, materials, and presentations for teaching
- consultations with students in person and through e-mails
- evaluation of students' work
- preparation of exams, activities, class assignments, etc.

**OCTOBER 2019-
PRESENT****Lecturer of English in Education
University of Rijeka, Faculty of Humanities and Social Sciences
Sveucilina Avenija 4, Rijeka, Croatia/Part-time**

- teach English in Education to first year students of pedagogy
- prepare lessons, interactive materials, presentations
- selection of books and other reading materials
- create interactive classes based on the content materials
- daily communication with students and colleagues

**OCTOBER 2019-
JULY 2020****Professor of English Language
National University
Skoljic 9, Rijeka, Croatia/Part-time**

- teach variety of English classes according to CEFR levels: English for beginners, English in tourism, Law English B2 Level, Law English C1 level.
- prepare lessons, interactive materials, assignments
- communicate with students in order to achieve the best results
- create exams and keep grading and attendance log.

**OCTOBER 2017-
PRESENT**

**Coordinator/Teacher of Center for Languages and Translations
Language Stars Center, Setaliste 13. divizije, Rijeka, Croatia/Part-time**

- Language center coordination and of all administrative affairs
- Communicate with participants regarding classes and current situations
- Create offers for language classes and translations
- Perform written and oral translations using the combinations of English, Spanish, and Croatian languages
- Language teaching individually or in small groups at all levels

**FEBRUARY 2014-
PRESENT**

**Permanent Court Translator for English and Spanish Languages
District Court in Rijeka, Rijeka, Croatia/Part-time**

- Translate documents from English to Spanish, Spanish to English language.
- Translate documents from English to Croatian, Croatian to English language.
- Translate documents from Spanish to Croatian, Croatian to Spanish language.
- Translate various types of documents such as contracts and other legal documents, projects, personal documents (birth certificates, resumes, diplomas), web pages, scientific works, etc.

**OCTOBER 2017-
AUGUST 2018**

**English Teacher
Salesian's Classical High School, Rijeka, Croatia**

- Taught English to high school students
- Prepared interactive lessons and classes to motivate students
- Prepared students for final high school exam (matura)
- Promoted and participated in language competition with students
- Served as a homeroom teacher to a senior class provided counselling and support
- Promoted cultural diversity and language learning among students

**NOVEMBER 2013-
SEPTEMBER 2017**

**English and Spanish Lecturer/PAR Language Center
Coordinator/International Internship Coordinator
Business School PAR, Rijeka, Croatia**

- Taught business English classes and Spanish language to college students at the local private business college.
- Coordinated and led PAR Language Center while teaching small group English and Spanish classes which were aligned with the Common European Framework of Reference for Languages (CEFR) standards.
- Organized classes and language professors, schedules, and materials; led students' registrations at PAR Language Center

- Prepared financial reports, contracts for participants, invoices, marketing campaigns, in cooperation with marketing specialists at PAR Language Center
- initiated various collaborations with other language centers from Europe and the USA
- Coordinated international internship program in Croatia for the US students from collaborating institutions in the US

**AUGUST 2011-
JUNE 2012**

**3rd Grade Student Teacher/ELL Teacher's Assistant
Beach Park School District #3, Newport Elementary School,
Wadsworth, IL, USA**

- Taught small and large groups, and gave individualized differentiated instruction to ELLs, adapting the curriculum to the needs of each student.
- Focused on teaching strategies in a democratic learning environment in order to develop diverse learners who are critical thinkers and global citizens

**JUNE 2007-
AUGUST 2011**

**Bilingual/ESL Teacher
Zion School District #6, East School Elementary, Zion, IL, USA**

- Taught English Language Learners (ELL) students to become proficient in English by offering support through pull-out and push-in methods with the use of research-based curriculum.
- Responsible for transition of ELL students into mainstream classes.
- Created numerous cultural events, combining language learning and customs of Hispanic culture (food festivities, famous speaker guests, Mariachi band, and various fundraisers to support such events).

**JULY 2005-
JUNE 2007**

**Senior Customer Service Representative/New Employee Trainer
Allstate Financial, Vernon Hills, IL, USA**

- Trained new employees, equipping them with knowledge and skills to best service customers and brokers in life insurance, structured settlements, and pension division.
- Created presentations on new products and their use.

**EDUCATION AND
TRAINING**

**OCTOBER 2020-
PRESENT**

**Doctoral Degree in American Studies
University of Ljubljana, The Faculty of Humanities and Social
Studies, Ljubljana, Slovenia**

Doctoral thesis: The influence of English on English Language Learners in the US

**AUGUST 2009-
DECEMBER 2011**

Master of Arts: Elementary Education
Roosevelt University, Schaumburg, IL, USA
Grade average 4.0 /4.0

Thesis: Inquiry in the Classroom: Will National Geographic Curriculum for Science and Social Studies Improve Comprehension of my Students?

- Obtained teaching certificate (Type 03) for elementary and bilingual (Spanish and English)/ESL teaching, worked 100 field hours in various school settings (lower grades, upper elementary grades, special education and English language students, and behavioural problem students), and developed numerous content-integrated lessons and projects.

AUGUST 2004-JUNE 2007 **Master of Education: Bilingual-Bicultural Education**
DePaul University, Chicago, IL, USA
Grade average: 3.93/4.00

Thesis: Heritage Language Maintenance and Its Influence on Second Language

- Obtained transitional teaching certificate (Type 29) for teaching English to non-English speakers, worked 100 field hours in various school settings (universities and colleges), and developed numerous units and Power Point presentations.

**AUGUST 1998-
JUNE 2001**

Bachelor of Business Administration: International Business
Minor: Spanish
Marywood University, Scranton, Pa, USA
Grade average 3.53/4.00

- Learned how to develop a business plan, gained general knowledge of corporations and globalization process, worked on various presentations including working in groups and individually

**AUGUST 1996-
MAY 1998**

Associate of Arts: Liberal Arts
Suomi College, Hancock, Mi, USA
Grade average: 3.73/4.00

- Obtained ample knowledge based on numerous courses taken in humanities, English language, math, science, and social studies

**AUGUST 1995-
JUNE 1996**

Spanish Language Diploma (Levels A1-C2)
Centro Venezolano-Americano: The School for Languages,
Caracas, Venezuela

- Achieved literacy in Spanish through the intense Spanish language learning in a school for languages equivalent to levels A1-C2

on the CEFR spectrum.

PERSONAL SKILLS

MOTHER TONGUE(S)

Croatian

OTHER LANGUAGE(S)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Suomi College, Marywood University, DePaul University, Roosevelt University, USA					
Spanish	C2	C2	C2	C2	C2
Centro Venezolano-Americano, Caracas, Venezuela/ Marywood/DePaul University, USA					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

COMMUNICATION SKILLS

- Excellent communication skills gained through my experience as a teacher, educational trainer, educational project presenter, and a world traveler
- Leadership skills: responsible for organizing and managing school events related to cultural diversity (celebration of culture, traditions and languages) while at East Elementary, USA.

ORGANISATIONAL / MANAGERIAL SKILLS

- Organizational skills: responsible for testing and placing new English language learners in appropriate groups according to their English level.
Responsible for organizing various fundraisers with the goal of supporting whole school diversity events.

JOB-RELATED SKILLS

- Intercultural skills: experienced working with students and teachers from diverse backgrounds, communicating with parents and administration
- Excellent people skills, computer usage for research and presentations, organizational skills, team work and individual work

COMPUTER SKILLS

Competent with Microsoft Office programs such as Word, Power Point, Excel, etc., Network Navigator

RELEVANT COURSES

- Foundations of Education, Topics and Issues in Human Development, Exceptional Children and Youth, Technology in the Classroom, Teaching Reading in the Elementary School, Mathematics in the Elementary Schools, Strategies and the Materials for Teaching Reading, Writing, and Language Arts, Methods of Teaching Science in the Elementary School, Methods of Teaching Social Studies in the Elementary School, Inquiries in the Classroom, First and Second Language Acquisition, Language, Literacy, and Culture, Research Methods in Bilingual Bilateral Education (BBE), Sociopolitical and Historical Perspectives in BE, Biliteracy Practices, Methods of Teaching English as a Second Language (ESL), Bilingual-

Bicultural Curriculum Development, Advanced Language Seminar, Equity Issues and Assessment

DRIVING LICENCE

- USA-IL Driver's License-Category: B
- Croatian Driver's License-Category: B

HONOURS AND AWARDS

- Dean's List, Roosevelt University (Fall 2009-Fall 2011)
- Dean's List, Marywood University (Fall 2004-Fall 2007)
- Dean's List, Suomi College (Fall 1996-Spring 1998)
- High Honours, Suomi College (May 1998)
- IHM Scholarship, Marywood University (Fall 1998-Fall 2000)
- Dean's List, Marywood University (Fall 1998-Fall 2000)
- Phi Sigma Iota, International Foreign Language Honor Society Marywood University (Fall 1999-Fall 2000)

REFERENCES

Will include per request