

Sanja Pecelj



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Employment History

09/2022-current

Senior Lecturer I Modern College of Business and Science (MCBS), Muscat, Oman

- *Preparing relevant materials in accordance with the course objectives and ensuring that the students receive quality teaching*
- *Fulfilling the responsibilities of a Level Coordinator, which includes monitoring level teachers, reviewing course objectives, and creating assessments*

06/2020-09/2022

EAL Instructor/Writer I Self Employed in Niš , Serbia

- *Providing English lessons for children and adults online and in small groups*
- *Developing Learning English Language material based on participatory storytelling approach*

11/2019-06/2020

EAL Instructor I Immigrant Settlement and Integration Services (ISANS) in Halifax, Canada

- *Preparing and designing appropriate and relevant materials for teaching purposes*
- *Delivering language and life skills training to adult immigrants*

06/2019-09/2019

Summer School English Teacher I British Council in Muscat, Oman

- *Planning and delivering fun interactive lessons to young learners (age 9-17)*
- *Creating and presenting learners' projects as a form of assessments*

10/2013-04/2018

Teacher of English I British Council in Khartoum, Sudan

- *Planning, preparing and delivering English Language training to adult learners*
- *Creating syllabus and delivering a new beginners course*
- *Organizing workshops and community events*

09/2012-06/2013

Homerom English Teacher I Bavaro Bilingual School in Punta Cana, Dominican Republic

- *Creating and delivering lessons for English, Science and Math*
- *Conducting parent teaching meetings*

12/2010-06/2011

Young Learners English Teacher I Baaxal-Jardin de Niños, in Puerto Morelos, Mexico

- *Developing pupils' English skills in an integrated and holistic manner*
- *Conducting several plays presenting to students, their parents and the school staff*

09/2007-12/2010

ESL/ESL Literacy Instructor I Immigrant Settlement and Integration Services (ISANS) in Halifax, Canada

- *Delivering language training to Literacy adult immigrants*
- *Developing materials and organized community outings*
- *Introducing portfolio based learning with the literacy learners*
- *Creating assessment tool box for Literacy Programs(PALS)*

09/2006-09/2007

Changing Lanes Project Coordinator I Halifax Immigrant Learning Center (HILC) in Halifax, Canada

- *Identifying project participants and conducting interviews*
- *Establishing focus groups and project activities*
- *Creating stories and learning activities*
- *Co-Piloting and publishing seven books from the Changing Lanes series*

2005-2006

Administrative Assistant/Translator I Damos Toys LTD in Halifax, Canada

- *Generating and maintaining Customer's data base for a multimillion company*
- *Selecting and dispatching more than 50 lines of samples weekly to hundreds existing customers and prospects*

2002-2003

Customer Care Representative Convergys AT&T Wireless – Calling Center in Halifax, Canada

- *Resolving customer inquiries via phone and email*
- *Assisting with placement of orders, refunds, or exchanges*

2000-2001

Assistant Manager/Interpreter I The Lester B. Pearson Peacekeeping Training Center in Cornwallis , Canada

- *Coordinating events and travel arrangements for 50 Peacekeeping Participants*
- *Organizing and hosting a three day conference on Security Round Table for Canadian Government and NGOs*

1999-2000

Language Assistant/Interpreter I United Nations - Administration Mission in Štrpce, Kosovo

- *Interpreting political meetings and resolving conflicts in opinions between the two counterparts*
- *Negotiating first United Nations policies in collaboration with an existing fifty member administration body in an enclave in Kosovo*

06/1998- 03/1999

Language Assistant/Interpreter I OSCE Organization for Security and Co-Operation in Europe in Štrpce, Kosovo

- *Translating and editing correspondence and all types of documents for various organizations and individuals*
- *Interviewing and supervising number of interpreters in two busy international diverse offices*

06/1996-06/1998

Insurance Agent I Auto Moto Savez Jugoslavije (AMSJ) at the Djeneral Janković border crossing in Kosovo

- *Producing customs invoices and bill of landings in collaboration with customs officers*
- *Issuing International Driver's Licenses and Green cards*

09/1992-06/1996

English Language Teacher I Nikola Tesla, Primary and High School, Uroševac ,Kosovo

- *Developing and implementing eight curriculums for grades 5-12*
- *Designing lesson plans based on standard curriculum , evaluating and delivering report cards*

Education

1989-1994

BA English Language and Literature

University of Priština Faculty of Philosophy -Kosovska Mitrovica

Master Diploma in English Language and Literature in 2018

2006

CELTA -Cambridge Certificate in Teaching English to speakers of other languages | International Language Institute in Halifax Canada

2006

Portfolio Development Certificate | PLA Center in Halifax, Canada

2011

1st degree Reiki Certificate | Reiki Academy in Belgrade ,Serbia

2005

Certificate in French | Universite Sainte Anne in Halifax, Canada

2004

Certificate in Spanish | El Bosque del Caribe in Cancun, Mexico

2000

Peacekeeping and Negotiations Certificate | Pearson Peacekeeping Centre in Cornwallis, Canada

Languages

Serbian-proficient ; English-proficient; Spanish- intermediate ; French-basic, Russian-functional;

Additional Skills

Computer: Active Inspire, IWB, MS Office, Word processing, Internet, Multimedia, Data Base, Spreadsheet

Other: Teamwork, Global, Organizational, Coordination , Clerical, Creative, Communication

Volunteering

ESL tutor with NGO Indigo in

Translator/Interpreter with the Halifax Refugee Clinic in Halifax, Canada

Translator/Interpreter with MISA in Halifax, Canada

ESL Volunteer with the Literacy programme at HILC in Halifax, Canada

ESL Tutor with Halifax Library in Halifax, Canada

Publications

Short Sudanese Stories Sanja Pecelj (2018) ISBN 978-99924-1-165-4

Book 1. A Day at Maryam's Work (2018) printed in Sudan

Book 2. Sun's First Day (2020) printed in Canada

Changing Lanes –English as a Second Language Series (2007) printed in Canada

Book 1 A Day at Razia's Home

Book 2 Farid takes the Bus

Book 3 Amela Goes to the Dentist

Book 4 Daniela Goes to School

Book 5 Fatima Goes to the Bank

Book 6 From Liberia to Nova Scotia

Book 7 Chill Soo opens a Hair Salon

<http://library.copian.ca/series/changing-lanes-english-second-language-reading-serie> <http://library.copian.ca/authors/sanja-pecelj>