

CURRICULUM VITAE

1. Last name:	<i>Turtulla</i>		
2. First name:	<i>Sermin</i>		
3. Nationality:	<i>Kosovar</i>		
4. Date of birth:	<i>4th Dec 1972</i>		
5. Place of birth	<i>Tripoli, Libya</i>		
6. Address:			
	<i>Email:</i>	<i>zser_@hotmail.com, sermin.turtulla@uni-prizren.com</i>	
	<i>Tel:</i>	<i>+377 44 116 347</i>	
7. Education:			
	<i>Institution:</i>	<i>Institute of Educational Sciences, University of Sakarya, Turkey</i>	
	<i>Graduation date:</i>	<i>25.11.2014</i>	
	<i>Diploma:</i>	<i>Doctor of Science</i>	
	<i>Institution:</i>	<i>University of Prishtina, Faculty of Philology, English Literature</i>	
	<i>Graduation date:</i>	<i>27.10.2007</i>	
	<i>Diploma:</i>	<i>Master of Philological Sciences</i>	
	<i>Institution:</i>	<i>British Council, Turkey</i>	
	<i>Graduation date:</i>	<i>31.12.2003</i>	
	<i>Diploma:</i>	<i>Certificate in ELT</i>	
	<i>Institution:</i>	<i>International Teacher Training Institute, Embassy CES, Hastings/UK</i>	
	<i>Graduation date:</i>	<i>01.02.2002</i>	
	<i>Diploma:</i>	<i>Teacher Trainer Certificate</i>	
	<i>Institution:</i>	<i>University of Prishtina, Faculty of Philology, English Language and Literature</i>	
	<i>Graduation date:</i>	<i>05.10.1996</i>	
	<i>Diploma:</i>	<i>Professor of Philological Sciences</i>	
	Remarks:		
8. Scientific publications:			
	<i>Topic</i>	<i>Journal</i>	<i>Impact</i>
			<i>Year/volume/page</i>

		<i>factor/ISSN</i>	
<i>Examining levels of job burnout among teachers working in Kosova in terms of different variables</i>	<i>European Journal of Multidisciplinary Studies</i>	<i>ISSN: 2414-8377</i>	<i>2017/6(1)</i>
<i>The relationship between the family environment, eating behaviour and obesity for the secondary school students</i>	<i>International Journal of Human Sciences</i>	<i>4.939/ISSN: 1303-5134</i>	<i>2014/11(2)</i>
<i>A Managing Teacher</i>	<i>Education for the Knowledge Society</i>	<i>ISBN: 978-992-8133-02-1</i>	<i>2012</i>
<i>Is there a need for counselling psychology and guidance services in Kosova?</i>	<i>Education for the Knowledge Society</i>	<i>ISBN: 978-992-8133-02-1</i>	<i>2012</i>
<i>Instant Teaching Improvement Strategies</i>	<i>Identiteti, Imazhi dhe Kohezioni Social në Epokën e Integritimit dhe Globalizimit</i>	<i>ISBN: 978-9928-4000-2-4.</i>	<i>2012</i>
<i>Objectives of a Researching and Studying Youth in Prizren</i>	<i>2nd International Balkan Congress of Social Sciences</i>		<i>2010</i>
<i>TESOL Bits to Chew</i>	<i>2nd KETA English Teaching Conference</i>		<i>2004</i>
<i>Distance Learning</i>	<i>1st KETA Annual Conference</i>		<i>2003</i>
<i>Maximum Use of a Coursebook</i>	<i>1st International Conference of SEE University, Tetovo/Macedonia</i>		<i>2002</i>

9. Published books

<i>Title of the book</i>	<i>Field of Study</i>	<i>ISSN/ISBN</i>	<i>Year/volume</i>

10. Work experience:

<i>Date:</i>	25.02.2016-31.08.2016
<i>Place:</i>	Prizren
<i>Institution:</i>	University of Prizren “Ukshin Hoti”
<i>Position:</i>	Head of Department of English Language and Literature

<i>Description of the duties:</i>	Responsible for ensuring a good professional practice of teaching process as per standards, drafting schedules of classes and exams.
<i>Date:</i>	15.12.2015-14.12.2019
<i>Place:</i>	Prizren
<i>Institution:</i>	University of Prizren “Ukshin Hoti”
<i>Position:</i>	Assistant Professor
<i>Description of the duties:</i>	Responsible for performing duties of a teacher for subjects of English Language Leaching Methodology I and II, English Composition, Study and Research Skills, Research Methods, English Language I and II.
<i>Date:</i>	1.10.2010 – 14.12.2015
<i>Place:</i>	Prizren
<i>Institution:</i>	University of Prizren “Ukshin Hoti”
<i>Position:</i>	Lecturer
<i>Description of the duties:</i>	Responsible for performing duties of a teacher for subjects of English Language Leaching Methodology I and II, English Composition, Study and Research Skills, Research Methods, English Language I and II.
<i>Date:</i>	15.11.2015
<i>Place:</i>	Prizren
<i>Institution:</i>	MASHT
<i>Position:</i>	Lecturer
<i>Description of the duties:</i>	Responsible for performing duties of a teacher for a group of subjects from English Language and Literature within the Teacher Requalification Program
<i>Date:</i>	01.10.2009 –14.10.2012
<i>Place:</i>	Pristina/Prizren
<i>Institution:</i>	District Court, EULEX
<i>Position:</i>	Interpreter/Translator (English/Albanian)
<i>Description of the duties:</i>	Responsible for performing duties of interpreter and translator for EULEX Judges Mobile Unit from English language to Albanian language and vice versa of legal documents and judicial papers, court sessions, minutes, official meetings, laws, and all the other legal papers related to court process of the district court.
<i>Date:</i>	11.10.2001- 15.01.2017
<i>Place:</i>	Prizren
<i>Institution:</i>	University of Prishtina, Faculty of Education
<i>Position:</i>	Lecturer

<i>Description of the duties:</i>	Responsible for performing duties of a teacher for a group of subjects including English Language Teaching Methodology I and II, Methods of Teaching, English Composition, Integrated Skills III and IV, English Language I and II, Testing and Assessment, Translation, Advanced Course in English Language, and Teaching Practice.
<i>Date:</i>	July 2002 – June 2004
<i>Place:</i>	Pristina/Prizren
<i>Institution:</i>	British Council/ US Office Pristina
<i>Position:</i>	Teacher Trainer
<i>Description of the duties:</i>	Responsible for performing duties of a teacher trainer and co-trainer for developing, administering and conducting teacher training courses “Language Plus”, “Four Skills”, and “Planning a Lesson Plan” for primary school teachers of English language.
<i>Date:</i>	01.08.1999 – 31.01.2009
<i>Place:</i>	Prizren
<i>Institution:</i>	United Nations Mission in Kosovo (UNMIK)
<i>Position:</i>	Administrative Assistant
<i>Description of the duties:</i>	Responsible for performing administrative, personnel, and financial duties, creating and updating reports, personnel databases, processing utility bills, drafting memos, and maintaining petty cash of the Regional Engineering Office.
<i>Date:</i>	05.07.1999 - 10.10.1999
<i>Place:</i>	Prizren
<i>Institution:</i>	Save the Children, International NGO
<i>Position:</i>	Program Support Officer
<i>Description of the duties:</i>	Responsible for ensuring all program documentation and reports are produced and submitted on due dates, and giving administrative support to field staff.
<i>Date:</i>	01.06.1997 – 30.07.1999
<i>Place:</i>	Prizren
<i>Institution:</i>	Antika – Export Import,
<i>Position:</i>	Translator
<i>Description of the duties:</i>	Responsible for translating services from English to Albanian and from Albanian to English at a private business company.
<i>Date:</i>	03.04.1997 – 31.08.2003
<i>Place:</i>	Prizren and Zhur
<i>Institution:</i>	Secondary school “Gani Çavdarbasha”, “Gjon Buzuku”, and primary school “Emin Duraku”
<i>Position:</i>	Teacher of English Language

<i>Description of the duties:</i>	Responsible for teaching different level grades from 8th graders through 4th year secondary level.
11. Seminars/workshops/training/other qualifications:	
<i>Date:</i>	23.09.2010
<i>Title/topic/area:</i>	Education and Teacher Training
<i>Name and type of training/qualification:</i>	Linguistics Teaching Methodologies
<i>National or International level of qualification:</i>	Certificate
<i>Institution:</i>	OSCE, St. Patrick's College, Dublin/Ireland, and Education and Teacher Training Agency, Zagreb/Croatia
<i>Date:</i>	1.07.2010
<i>Title/topic/area:</i>	Education and Teacher Training
<i>Name and type of training/qualification:</i>	General Teaching Methodologies
<i>National or International level of qualification:</i>	Certificate
<i>Institution:</i>	OSCE, St. Patrick's College, Dublin/Ireland, and Education and Teacher Training Agency, Zagreb/Croatia
<i>Date:</i>	3.04.2004
<i>Title/topic/area:</i>	38th Annual International Convention of TESOL
<i>Name and type of training/qualification:</i>	Study Visit to the States and participation in TESOL
<i>National or International level of qualification:</i>	TESOL Member Certificate, US Alumni
<i>Institution:</i>	US Office, Pristina
<i>Date:</i>	21.11.2002
<i>Title/topic/area:</i>	Teacher Professional Development
<i>Name and type of training/qualification:</i>	Facilitation Skills
<i>National or International level of qualification:</i>	Certificate
<i>Institution:</i>	KEDP in cooperation with ADRA Denmark
12. Additional information:	
<i>Organizational skills and other competencies:</i>	department manager, trainer, translator and administrator.
<i>Computer skills:</i>	Word, Excel, Access, Power Point

<i>Language skills: (A1 to C2: According to the CEFR)</i>				
<i>Language</i>	<i>Speaking</i>	<i>Writing</i>	<i>Reading</i>	<i>Listening</i>
<i>English</i>	<i>C2</i>	<i>C2</i>	<i>C2</i>	<i>C2</i>
<i>Turkish</i>	<i>C2</i>	<i>C2</i>	<i>C2</i>	<i>C2</i>
<i>Serbo-Croatian</i>	<i>C2</i>	<i>C2</i>	<i>C2</i>	<i>C2</i>
<i>German</i>	<i>A1</i>	<i>A1</i>	<i>A1</i>	<i>A1</i>
<i>Other interests:</i>				
<i>PES</i>	<i>Board Member of International Journal of Psychology and Educational Studies</i>			
<i>KUSA</i>	<i>KUSA Alumni (Kosovo United States Alumni)</i>			
<i>TESOL</i>	<i>TESOL Member</i>			