




PERSONAL INFORMATION

ALENKA ŠULJIĆ PETRC

 (Croatia)
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PERSONAL STATEMENT

French and English language, PhD, Lecturer

WORK EXPERIENCE

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- 10/2017–Present **French and English language, Lecturer**
FACULTY OF TOURISM AND HOSPITALITY MANAGEMENT, IKA (Croatia)
- Lecturer
- Head of Department of Business Foreign Languages
- Responsible for life-long learning of foreign languages
- 2014–2017 **French language, Lecturer**
Visoka poslovna škola PAR, Rijeka (Croatia)
- Lecturer of elective course *French language A1* (professional course *Business management*)
- 2013–2017 **French language, Lecturer**
Škola stranih jezika MILTON, Rijeka (Croatia)
- 2007–2008 **English language, Lecturer**
Učiteljski fakultet Rijeka, Sveučilište u Rijeci (Faculty of Teacher Education in Rijeka, University of Rijeka), Rijeka (Croatia)
- 06/2005–10/2005 **French language, external collaborator and lecturer**
HNK Ivan pl. Zajc (Croatian National Theatre), Rijeka (Croatia)
- lecturer for French language during the preparations and performance of opera *Carmen*
- 2004–Present **Tourist guide**
Tourist Information Center, Tourist Board Rijeka, Rijeka (Croatia)
- tourist guide for English, French and Italian language
- translations for tourist brochures and leaflets; web pages
- collaborator on the project *365 Croatia* and *EPK 2020*
- 14/04/2004–16/04/2004 **Consecutive translator, English and French languages**
Faculty of Tourism and Hospitality Management, Ika (Croatia)
- consecutive translations during the *17th Biennial International Congress New Trends in Tourism and Hospitality Management*
- 2003–2017 **English and French language and literature teacher**
Salesijanska klasična gimnazija s pravom javnosti (Salesian Classical High School, open to public), Rijeka (Croatia)
- Teacher

- President of Workers' Union
- Coordinator for EU project COMENIUS-SOCRATES
- Assistant of the Association of Catholic Schools' Secretary during the project with the partnership of CEEC (European Committee for Catholic Education)
- Member of the County Competition Committee - English and French languages
- Mentor on the project/competition *Euroscola* (2nd award) and participation as a mentor in European Parliament in Strasbourg
- Mentor on the competition *Ideja godine '17- Nove tehnologije (Idea of the Year 2017 - New Technologies)*: 1st award with the project *Grow City*

2002–2010 **French language, Lecturer**

Alliance francaise, Rijeka, Rijeka (Croatia)

- tutoring French language courses form A1 to B2
- preparation for DELF and DALF exams

2002–2006 **English and French language, Lecturer**

Hotelijersko-turistička škola u Opatiji (Hospitality and tourism High School), Ugostiteljska škola (Catering High School) u Opatiji, Opatija (Croatia)

- replacement period

2003–2006 **French language, Lecturer**

School for foreign languages Kolokvij, Rijeka (Croatia)

- language courses from A1 to B1

2002–2006 **Italian language, Lecturer**

Center for foreign languages Dante

- language courses A1 to B1

2000–2004 **English and French language, Lecturer**

Trindi Centar, foreign language school, Rijeka (Croatia)

- language courses from A1 to B2

2000–2002 **English and French language, Lecturer**

Gea Centar, foreign language school, Rijeka (Croatia)

- language courses from A1 to B1

EDUCATION AND TRAINING

07/2012 **PhD in the area of humanities and social sciences, field of philology, literature**

The Faculty of Humanities and Social Sciences in Rijeka, Rijeka (Croatia)

- PhD dissertation *Feminine mystique in Juliae O'Faolain's Obedient Wife and Irena Vrkljan's Green socks*

09/2004 **State Certificate for English and French teacher**

Ministry of Education, Science and Sport, Rijeka (Croatia)

02/2004 **Tourist guide for English, French and Italian language**

Faculty of Tourism and Hospitality Management, Ika (Croatia)

- 10/2003 **Licence for Court Interpreter**
County Court in Rijeka, Rijeka (Croatia)
- Court interpreter for English, French and Italian language
- 09/2003 **Diploma in English and French language teaching**
Faculty of Humanities and Social Sciences, University of Zagreb, Zagreb (Croatia)
- recognition of diploma
- 1996–2001 **English and French language teacher**
Facolta di lingue e lettere straniere, Universita di Trieste, Trieste (Italy)
- 1994–2005 **Certificate in French language - conversational course**
Universite de Montpellier, Montpellier (France)
- 1994–2005 **Certificate in English language - conversational course**
University of Mowbray, Mowbray (United Kingdom)
- 1994–2005 **Certificate in Italian language - conversational course**
Rimini (Italy)
- 1991–1996 **High School Diploma**
Prva hrvatska sušačka gimnazija, Rijeka, Rijeka (Croatia)

PERSONAL SKILLS

Mother tongue(s) Croatian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
University Diploma					
French	C2	C2	C2	C2	C2
University Diploma					
Italian	C2	C2	C2	C2	C2
University Diploma					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills - good communication skills gained through the participation in projects; working with students during teaching

Organisational / managerial skills - leadership (currently the owner of my own business and employer of three people)
- good organisational skills gained as president of Workers' Union, coordinator on different international projects and student exchanges projects, owner of private language school

Job-related skills - mentoring skills (successfully tutoring students in different projects; mentor of interns in high school education; mentor on university final thesis)

Digital skills

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

Digital skills - Self-assessment grid

- good command of office suite (word processor, spread sheet, presentation software)
- good command of photo editing software gained as an amateur