

Academic Curriculum vitae



Personal information

First and last name **Ivan Ivanovic**
Addresses 15A Krečanska Street
Phone 063830283
Email/Web ivan.ivanovic@untz.ba
Citizenship Bosnia and Herzegovina
Date of birth July 23, 1989.
Gender Male

Current workplace/position/title University of Tuzla-RGGF / Librarian / Bachelor of History and Librarian

Work experience

Dates	School year 2015-2016
Position / occupation / title	Volunteer / intern
Basic responsibilities and duties	attendance at mentor classes, holding 2 classes per week in the presence of a mentor, attending teacher council sessions, attending class council sessions, cooperating with teachers, professional associates and collaborators, familiarization with the applicable regulations and the law on primary education
Employer name	Public Institution Kreka Elementary School Tuzla
Type of business activity of the employer	Education
Dates	01.10.2018. - 30.09.2019.
Position / occupation / title	Volunteer / intern
Basic responsibilities and duties	registering readers according to the established procedure, providing information about library materials, issuing and receiving library materials and borrowing and repaying readers, classifying library materials, keeping daily and monthly statistics and work reports, receiving library materials and keeping records of received materials, performing appropriate protection of the book collection, controlling unreturned books and participating in measures to return library materials from loans, training users to search the library collection via computer and search other sources of information according to user requests, providing all types of information about the book collection, ensuring the proper placement, security and preservation of library materials, keeping a cash register with subscription fees, overdue payments and other tasks (administrative loan tasks), training for appropriate functions supported by the Cobiss system
Employer name	Public Institution National and University Library "Derviš Sušić" Tuzla

Type of business activity of the employer	National and University Library
Dates	school year 2023-2024, first and second semester
Position / occupation / title	Librarian
Basic responsibilities and duties	managing the work of the library, issuing books for reading to students, teachers, professional associates and collaborators, professional processing of library materials, recording the inventory in the book and arranging the library collection, material responsibility for books in the library, monitoring and processing periodicals, cooperating with teachers, professional associates and collaborators on the selection and purchase of books and magazines, organizing the work of the library section, working on the protection of the library collection, carrying out tasks related to the cultural and public activities of the school, cooperating with library institutions, compiling statistical reports from their scope of work, attending meetings of the teachers' council, submitting reports to the teachers' council on the work of the library twice a year, performing other tasks from their scope of work and by order of the director
Employer name	JU Secondary Economic and Trade School Tuzla
Type of business activity of the employer	Education
Dates	School year 2023-2024, second semester
Position / occupation / title	Librarian
Basic responsibilities and duties	participating in the programming of the school's work, cooperating with teachers in the direct planning and implementation of educational work, planning, renovation and procurement of books, replenishing the library collection, permanent work on monitoring the implementation of school program tasks from the point of view of the function and role of the school library in the implementation of teaching and extracurricular educational content, working on timely informing teachers and professional associates of the school about new developments in professional literature and periodicals, providing instructions for use and methodological notes for quick and efficient acquisition of necessary information, cooperating with parents in the area of using books and providing assistance to students, performing professional analysis of work results within the implementation of the school's work program, managing the library and working on developing students' love for books, working on achieving tasks related to the school's cultural and public activities, professional processing of books and arranging the library collection, material responsibility for books in the library, proposing a system for purchasing books and magazines, monitoring and processing periodicals, organizing the work of the librarian section, issuing books for reading to students and teachers, working on protecting the library collection, cooperate with library institutions
Employer name	JU Elementary School Kiseljak Tuzla
Type of business activity of the employer	Education
Dates	November 2024 to present
Position / occupation / title	Librarian
Basic responsibilities and duties	cataloging, classification and subject processing of library materials, physical processing of materials and participation in other catalog creation tasks, construction of new and adaptation of existing instruments for processing library materials, organization of storage of library materials and care for their protection, participation in audit, disposal and rehabilitation of library funds, preparation of a bulletin of new acquisitions for the department and submission of the same to the head of the University Library, performance of user education tasks, preparation of weekly and monthly statistical reports, work with users, other tasks as ordered by the head of the University Library
Employer name	Faculty of Mining, Geology and Civil Engineering, University of Tuzla
Type of business activity of the employer	Education and scientific research

Education and training

Dates	1996-2004
Qualification acquired	Primary education
Field of science and profession, acquired titles and skills	Primary education
Name and type of organization	Elementary School "Tušanj" Tuzla (grade 4), Catholic School Center "Saint Francis" Elementary School Tuzla (grades 6-8)
Dates	2004-2008
Qualification acquired	Secondary education SSS
Field of science and profession, acquired titles and skills	Secondary education
Name and type of organization	Catholic School Center "Sveti Franjo" General Gymnasium Tuzla
Dates	2008-2013
Qualification acquired	VII degree of Higher Education (diploma number 5/29 - VII, dated December 30, 2013)
Field of science and profession, acquired titles and skills	History Bachelor of History
Name and type of organization	University of Tuzla, Faculty of Philosophy
Dates	2017
Qualification acquired	Training certificate
Field of science and profession, acquired titles and skills	AutoCAD - basic and advanced techniques of 2D graphics
Name and type of organization	Center for Business Education (CPE) Tuzla
Dates	2018
Qualification acquired	Training certificate
Field of science and profession, acquired titles and skills	Autodesk 3ds Max – 3d modeling and visualization
Name and type of organization	Center for Business Education (CPE) Tuzla

Personal skills and competencies

Native language

Bosnian/Croatian

Other languages

English Language**German Language**

Understanding		Speech		Writing
Listening	Reading	Voice interaction	Speech	
Excellent	Excellent	Excellent	Excellent	Excellent
Good	Good	Good	Good	Good

I, the undersigned, hereby confirm that to the best of my knowledge and on my behalf, the information presented above is correct in describing me, my qualifications and my experience in my previous work.

Tuzla, 08.07.2025.

Ivan IVANOVIĆ, Bachelor of History.