

Curriculum Vitae

PERSONAL INFORMATION

Name: Katerina Tufa
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Date of birth: 26.07.1979
Nationality: Macedonian

EDUCATION

| From (year) / to (year) | Institution |
|--------------------------------|---|
| 2016- to date | Postgraduate studies - FON University – Skopje, Faculty of Economics – Business Management |
| 1998-2005 | University of "St. Cyril and Methodius" in Skopje, faculty of English Language and Literature |
| 1994-1998 | High School of Economics and Law "Vasil Antevski - Dren" - Skopje |

COURSES AND TRAININGS

"Teaching Mixed Ability Classes",
"Motivating Students" –organized by British Council

Professional Seminar "How to Achieve Excellence in the Foreign Language Classroom" – The University of Sheffield;

"Application of assessment standards"- USAID; AED; DIC (Skopje)

"Using interactive-modern methods and techniques in teaching for secondary education"- Bureau for the development of education

"Entrepreneurship and organizational culture"- Integrated Business Faculty

“Preparation of project proposals” - Integrated Business Faculty

“Legal aspects of doing business” - Integrated Business Faculty

“Teaching techniques”- S.E.P.U.G.S “Vasil Antevski-Dren”

“Leadership and motivation” - Integrated Business Faculty

Workshops on inter-active learning methodologies, USAID project

“Yes network project - Work Readiness Curriculum” –USAID Macedonia

Teacher training for advisors of School Career Centers; USAID

WORK EXPERIENCE

| Date: from (year) / to (year) | Company/ Position/ Work description |
|--------------------------------------|---|
| 2006 - to date | Secondary School “Vasil Antevski-Dren”- Skopje/English Teacher <i>- Teaching English to students from 1st to 4th year of high school</i> |
| 2005 - 2006 | Elementary School “Vojdan Cernodrinski”– Skopje/ English Teacher <i>- Teaching English to students from 1st to 8th grade of elementary school</i> |
| 2003 - 2005 | Private School for Foreign Languages “Falko” – Skopje - English teacher <i>- Teaching English language to children and adults, assisting in office administration</i> |

PERSONAL SKILLS AND COMPETENCES

Languages: (ranging from 1 to 5; 5 equal excellence)

| Language: | Reading | Speaking | Writing |
|------------------|----------------|-----------------|----------------|
| Macedonian | 5 (native) | 5 (native) | 5 (native) |
| English | 5 | 5 | 5 |
| Serbian | 5 | 5 | 5 |
| Vlach | 5 | 4 | 4 |
| Italian | 3 | 2 | 2 |

Technical skills:

Excellent computer skills - Word, Excel, Outlook Express, Power Point, Publisher; CorelDraw, Adobe Reader, Photoshop, Internet;

Driving License - B category (own vehicle)

Social skills:

- Communicative, positive and outgoing;
- Adaptive to team work;
- Friendly and flexible;
- Problem solving skills;
- Able to work under pressure;
- Flexible for fixed or non fixed work time,
- Interpersonal, organizational and coordination skills (with people and projects);
- Willing to work and communicate with people (youngsters and adults) from different cultures and nationalities.