

PERSONAL INFORMATION

Ljupka Jovanovska

 10 Kukus, 7000 Bitola (Macedonia)

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Sex Female | Date of birth 17 Jul 1988 | Nationality Macedonian

WORK EXPERIENCE

1 Sep 2020–Present

Special educator-assistant for children with special needs

- Assisting students with special needs in their daily activities in the classroom,
- Helping students with special needs in the process of inclusion in the school environment,
- Monitoring students' progress and keeping parents and the schools' inclusive team informed about it.

9 Dec 2018–30 Jun 2019

English Teacher

Private Language School "Memex", Bitola (North Macedonia)

Teaching English to students from 5-13 years,

- lesson planning and assigning homework according to school curriculum,
- grading students work and give feedback on their progress.

5 Sep 2013–4 Sep 2017

English Teacher

Primary Public School " Slavko Lumbarkovski", Bitola (North Macedonia)

- initiate, facilitate and moderate classroom discussions,
- evaluate and grade students' class work, assignments and papers,
- prepare course materials such as syllabus, homework assignments and handouts,
- maintain students attendance records, grades and other course records,
- plan, evaluate and revise curricula, course content and materials, methods of instruction

EDUCATION AND TRAINING

2007–2011

Bachelor of Science in Pedagogy, Graduated professor of Macedonian and English Language

ISCED 4

Faculty Of Education

Vasko Karangelevski, 7000 Bitola (Macedonia)

English and Macedonian Language

Literature,

Pedagogy,

Methods,

Psychology

2003–2007

Pharmaceutical Technician- Medical High School

PERSONAL SKILLS

Mother tongue(s) Macedonian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
German	A1	A1	A1	A1	A1

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 Communication skills, (Working Skills Training)
 Team work and leadership skills (Working Skills Training)

Job-related skills

- Accuracy
- Administrative Support
- Answering Questions
- Appointment Scheduling
- Assisting Others

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

Digital skills - Self-assessment grid

Good command of Microsoft Office™ tools (Word™, Excel™ and PowerPoint™), Internet navigation

Other skills
 Designing Webquests for teaching purposes

Driving licence B

ADDITIONAL INFORMATION

Certifications TEFL Certificate
 120 Hour TEFL Certificate

Certifications "Useful English for Business"- workshop American Corner Bitola
 -learning words, phrases useful for business communication,
 -writing and interpreting formal documents used in business communication.