
PERSONAL INFORMATION

Name Danilo Alagić
E-mail daniloa@ac.me

WORK EXPERIENCE

- Dates October 2008 -
- Name and address of employer University of Montenegro
Faculty of Philology (former Institute of Foreign Languages)
Danila Bojovića bb
Nikšić
- Occupation or position held Professor of English Language and Literature/Teaching Assistant-Lecturer
- Key responsibilities
 - Subjects taught:
 - Functional and Transformative Syntax – tutorials (Faculty of Philosophy, Nikšić, Department of English Language and Literature)
 - Syntax I and Syntax II – lectures and tutorials (Institute of Foreign Languages, Podgorica, Translation studies)
 - Advanced English Grammar I, II – lectures and tutorials, Contemporary English Language III, IV, V (Institute of Foreign Languages, Translation studies)
 - Text Analysis – lectures and tutorials, Contemporary English Language V (Institute of Foreign Languages, Translation studies)
 - General English – lectures and tutorials (Faculty of Law, Faculty of Mechanical Engineering, Faculty of Metallurgy, Faculty of Political Science, Faculty of Economics)
 - English for Specific Purposes (ESP) – lectures and tutorials (Faculty of Political Sciences, Faculty of Economics, School of Management, Faculty of Medicine)
 - General English Courses at the Institute of Foreign Languages (courses for general public – levels: basic to advanced)
 - Secretary of the Translation Studies department chosen by the Head of Department for academic 2016/17 year - in charge of planning official timetables for all four years of studies and 14 modules of studies within the Translation Studies Department, preparing exam schedules, communicating with all teachers and preparing reports and percentage charts on all subjects after exam periods; reporting directly to the Head of Department, Vice-dean for Academic Affairs and the Dean of the Faculty of Philology
 - Member of the Teacher’s Council at the Institute of Foreign Languages as elected by fellow co-workers to represent the interests of all teaching assistants and lectors

- Administrative Coordinator for Second Year teachers at the Institute of Foreign Languages, in charge of preparing and filing various reports, maintaining students grade records and organizing written and oral exams, submitting reports directly to the Head of Department and the Dean of the IFL
- Member of the Organizing Committee of five conferences on language and literature organized by the IFL, responsible for preparing the conferences and designing conference proceedings materials, interpreting opening ceremonies and acting as a moderator at conference sessions

<ul style="list-style-type: none"> • Name and address of employer • Occupation or position held • Key responsibilities 	<p>September 2007 – October 2008</p> <p>University of Montenegro Institute of Foreign Languages Jovana Tomaševića 37, Podgorica</p> <p>Teaching Assistant/Lecturer (part time)</p> <ul style="list-style-type: none"> ▪ Subjects taught: <p>Syntax I and Syntax II – lectures and tutorials (Institute of Foreign Languages, Podgorica, Translation studies)</p> <p>General English – lectures and tutorials (Faculty of Law, Faculty of Mechanical Engineering, Faculty of Metallurgy)</p> <p>General English Courses at the Institute of Foreign Languages (courses for general public – levels: basic to advanced)</p>
<ul style="list-style-type: none"> • Dates • Name and address of employer • Occupation or position held • Key responsibilities 	<p>September 2007 – October 2008</p> <p>University of Montenegro Faculty of Philosophy Danila Bojovića bb, 81 400 Nikšić</p> <p>Professor of English Language and Literature (part time)</p> <p>Functional and Transformative Syntax – tutorials (Department of English Language and Literature)</p>
<ul style="list-style-type: none"> • Dates • Name and address of employer • Occupation or position held • Key responsibilities 	<p>September 2007 – October 2008</p> <p>University Mediteran Faculty for Foreign Languages Vaka Đurovića bb, Podgorica</p> <p>Lecturer (part time)</p> <p>Teaching English as a Foreign Language (Department of Italian Language and Literature)</p>

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- Dates September 2004 – September 2007
 - Name and address of employer University of Montenegro
Faculty of Philosophy
Department of English Language and Literature
 - Occupation or position held Demonstrator/Teaching assistant
 - Key responsibilities Tutorials in English Syntax
In charge of Syntax tutorials for third-year students at the Department of English Language and Literature and I was responsible for preparing practice materials and tests, grading students' term papers and providing them with appropriate guidance on how to use academic resources when writing a term paper in Syntax, compiling reports, filing grades and completing all the relevant paperwork on students' accomplishments and results.
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- Dates June 2009 -
 - Name and address of employer Examination Centre of Montenegro
Vaka Đurovića bb, Podgorica
 - Key responsibilities Preparing and assessing final exams in secondary schools (both matura and vocational exams), implementing the assessment criteria and grading exams, member of the Appeal Committee set up by the Examination Centre

Examiner at the national competition for elementary and secondary school (English language) – preparing and grading written and oral tests

Official national translator of items for PISA survey (Programme for International Student Assessment) from English into Montenegrin in 2016
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TRANSLATION PROJECTS

- Dates May, 2005 –
- Name and address of employer Kladionice LOB
Jerevanska 36, Podgorica
www.lob.co.me
- Key responsibilities Providing translation of various legal documents including contracts and invoices, interpreting meetings with business partners from Greece, Great Britain, Germany etc, translating e-mails and business offers, communicating with prospective clients and PR services
- Dates September, 2015 – October, 2015
- Name and address of employer MIROSS
Marka Miljanova 1
Podgorica
- Key responsibilities Translating booklets for UNODC – United Nations Office on Drugs and Crime
Priručnik za službenike policije, tužioce i sudije u borbi protiv trgovine ljudima

Modul 00 : Zahvalnica Lista stručnjaka Uvod Pregled modula Bibliografija

Modul 19 Obavljanje razgovora sa žrtvama trgovine ljudima koje su potencijalni svjedoci

Modul 21 Tumači u istragama trgovine ljudima

Modul 22 Potrebe žrtava u krivičnopravnim postupcima u slučajevima trgovine ljudima

Modul 23 Zaštita i pomoć žrtvama-svjedocima u slučajevima trgovine ljudima

• Significant translation projects

Action Plan for the implementation of the competencies of the State Election Commission as per the Law on Election of Councillors and Members of Parliament and the Law on Electoral Register - action plan (January, 2016)

Application of AHP Method on Insurance Market in Montenegro – paper for publishing (May, 2014)

Multi-criteria optimization of the most competitive bank in Montenegro selection process – paper for publishing (May, 2014)

The Study on Geological and Hydrogeological Features of the Montenegrin Part of The Skadar Lake Basin – published book (May, 2014)

Study on the Results on Modeling Hydrological and Hydraulic Processes in the the Skadar Lake Basin and the River Bojana – IPA project study (June, 2014)

Montenegrin Collection – translation of a brochure for the Academy of Fine Arts Cetinje (March, 2015)

PISA 2015 Mathematics Framework and Reading Framework – parts of official PISA report (July, 2016)

PISA Test items for 2018 – translation of test items for external students' assessment in Montenegro (May, 2016)

EDUCATION AND AWARDS

Date October 2012 -

Faculty and studies Faculty of Philosophy
University of Montenegro
Linguistics Studies

Degree Doctor of Philosophy (PhD)

Dates September 2009 - July 2012

Faculty and studies Institute of Foreign Languages
University of Montenegro
Translation/Interpreting Studies (English)

Degree Master of Arts (M.A.)

Diploma Diploma of Postgraduate Master Academic Studies

GPA 10/10

Awards Best student at master studies for 2011/2012

Dates	July 2007 – July 2009
Faculty and Studies	Institute of Foreign Languages University of Montenegro Translation/Interpreting Studies (English)
Degree	Specialist's degree, second cycle (Spec. App)
Diploma	Diploma of Applied Postgraduate Studies
GPA	9.93/10
Awards	Awarded highest grade (A) for Specialist Final Paper
Dates	July 1999 – July 2007
Faculty and Studies	Faculty of Philosophy University of Montenegro Department of English Language and Literature
Degree	Professor of English Language and Literature
Diploma	Diploma of Academic Graduate Studies
GPA	9.33/10
Dates	June 1995 – June 1999
High School	Grammar School "Slobodan Škerović"
Field of study	Philology
GPA	4.5/5
PROFESIONAL MEMBERSHIPS	Member of the Society for Applied Linguistics of Montenegro Member of the International English Honor Society Sigma Tau Delta
STUDY STAYS	Erasmus + Programme for International Credit Mobility 2016-2018 , Mary Immaculate College, Limerick, Ireland from 17 May 2017 – 25 May 2017. Erasmus+ mobility: Staff mobility for Teaching To/From Partner Countries 29 May 2017 – 2 June 2017, Uniwersytet Warszawsky, Poland
SKILLS AND COMPETENCES	
Key IT skills	Word, Excel, Access, PowerPoint, Internet & Email

- Official interpreter at the conference "Social Capital and Gender" at the conference held at the Faculty of Philosophy (May 2010)

- Taken two semester course in Consecutive Translation during specialist and master studies (2007, 2009) and passed both subjects with highest colours (grade A)

- Attended conferences organized by the Ministry of Foreign Affairs (in June 2011) focused on the process of translating legal documents of the European Union

- Worked closely with the Students Service of all the faculties at the University of Montenegro performing various administrative assignments from filing grades to keeping track of students records

- Prepared and compiled the following material for students:

English Syntax Workbook I, Podgorica: Institute of Foreign Languages, 2010

English Syntax Workbook II, Podgorica: Institute of Foreign Languages, 2012

Advanced English Grammar I, Podgorica: Institute of Foreign Languages, 2011

Advanced English Grammar II, Podgorica: Institute of Foreign Languages, 2010

Gramatika engleskog jezika sa vježbanjima I, Podgorica: Institut za strane jezike, Pravni fakultet, 2008

Gramatika engleskog jezika sa vježbanjima II, Podgorica: Institut za strane jezike, Pravni fakultet, 2009

Gramatika engleskog jezika I, Podgorica: Institut za strane jezike, Metalurško-tehnološki fakultet, 2009

Gramatika engleskog jezika II, Podgorica: Institut za strane jezike, Metalurško-tehnološki fakultet, 2008

- Participated in compiling materials for students of the Faculty of Political Sciences, along with Igor Lakić, Prof. dr

English for Political Science and Diplomacy III, Podgorica: Institute of Foreign Languages, 2009

English for Political Science and Diplomacy IV, Podgorica: Institute of Foreign Languages, 2009

