

ALMA TELIBECIREVIC

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U.S. Citizen | No Visa Sponsorship Required

PROFESSIONAL SUMMARY

Dynamic and results-driven Project, Program, and Public Relations Manager with 15+ years of experience in strategic planning, outreach, project management, crisis management, marketing strategies, capacity building, and evaluation for NGO, international, and private agencies. Expertise in communication, public relations, marketing, event planning, program management, and database management. Proven track record in delivering successful outcomes, driving brand growth, and establishing effective partnerships.

Key Skills

- Project Management
- Strategic Communication
- Crisis Management & Communication
- Brand Management
- Excellent Written and Oral Communication
- Decision Making and Strategic Planning
- Relationship Building and Stakeholder Engagement
- Social Media Management
- Administration and Organization

PROFESSIONAL EXPERIENCE

Coordinator for Narrative Storytelling Initiative, Global Futures Laboratory, Arizona State University July 2022 – current

- Managing various editorial and media projects as part of ASU's Narrative Storytelling Initiative.
- Assisting with program logistics, planning, implementation, and evaluation of various projects.
- Collaborating with various departments to ensure smooth project development.
- Performing all administrative duties, such as internal communications, setting up meetings, and preparing reports.
- Processing orders, making purchases, and monitoring project-related expenditures in accordance with budget allocations.
- Developing and maintaining collaborative relationships with on and off-campus partners.
- Coordinating planning and executing project-related events.

Consecutive Interpreter for Bosnian/Croatian/Serbian - English Sept 2019 – July 2022

LINGUA & Language Connection, Translation Company-member of the American Translators Association, USA

- Provided interpreting services to the party engaged in litigation with a foreign-speaking respondent.
- Provided written translation as assigned and reviewed translations performed by others.
- Translated from English to Bosnian and vice versa using simultaneous modes at preschool meetings, court hearings, and doctors' appointments.
- Translated and interpreted witness testimony, attorney arguments, and judge orders.
- Maintained confidentiality of patient-related information and adhered to interpreter work ethics.

Program Coordinator/Administrative Director Aug 2016 – Sept 2019

ASU, Walter Cronkite School of Journalism and Mass Communication, Phoenix, AZ

- Wrote grant applications for state, federal, and private funding mechanisms.
- Planned strategic development for programs and funding.
- Maintained internal databases and prepared project executions and reports (workshops, orientations, retreats).
- Managed Hubert H. Humphrey Fellowship and SUSI Scholars social media channels, such as Facebook page, Twitter, and Instagram accounts, by creating daily content and albums and involving Fellows in social media activities.
- Managed special projects such as enhancement workshops, group travels, team building, welcome reception, and graduation.
- Organized designated program events and assisted Program Director with event planning and coordination (invitations, organization, catering, and decorations) for 50+ attendees.

Events Officer/Events Manager Jan 2014 – Apr 2016

European Union Informational Center, Sarajevo, BiH

Founded by the European Union aiming to enhance the EU-related flow of information among the Bosnia and Herzegovina public.

- Proposed, created, and implemented 40+ cultural and public events and competitions, with 2400+ attendees.
- Provided feedback on each event and competition for monthly and annual reports for EU representatives, highlighting the most important key points
- Translated into local languages relevant Social Media Info and press releases.
- Moderated, maintained, and wrote daily updates on social media sites; in 3 months, the Facebook page received 1K likes, Twitter gained 300 followers, Google+ gained 100 contacts, and the YouTube channel 1K views.

- Communicated scholarship/funding opportunities by organizing various events focusing on students, which increased local universities' interest in the ERASMUS+ program.
- Organized promotion of programs and policies to different target groups through diverse round tables, cultural events, exhibitions, film projections, book promotions, and informed debates on EU topics.
- Organized multiple activities and events (media receptions, round tables, panel discussions) to support media in understanding the integration process, individual EU policies, and institutions.

Marketing Manager

May 2013 – Jun 2013

The City University of New York, James Gallery & Center for the Humanities, New York, NY

The Amie and Tony James Gallery bring artists and scholars into the public dialogue on topics of mutual concern.

- Responsible for marketing materials, such as publications related to previous exhibitions.
- Built and maintained a public gallery and media relations programs to enhance the public image.
- Used various methods to improve the appearance of the gallery, including social media with a focus on Twitter.
- Created a network between Bosnian artists and the gallery for future projects, helping widen the network in Eastern Europe and increasing knowledge about projects.

Events and Workshop Coordinator

May 2002– Jul 2012

Kids Festival Sarajevo, Sarajevo, BiH

Largest independent youth event in Southeast Europe

- Managed and implemented 100+ workshops annually for children of all ages in collaboration with non-governmental organizations and nonprofits such as Save the Children, SOS Kinderdorf, and USAID.
- Attended festival meetings with foreign clients to interpret the communication exchange between parties.
- Managed and facilitated PR activities to promote the event, including designing promotional materials, such as flyers, film & workshop programs, and t-shirts; attended meetings with local and regional stakeholders to promote the event.
- Arranged and managed catering for 80+ festival employees, hostesses, and volunteers.
- Coordinated staffing requirements for the festival and held staff briefings daily; managed budget & tracked spending.
- Designed and implemented workshop strategies in collaboration with Festival Director to significantly increase the participation of NGOs (60%) and international agencies.

Events & Marketing Manager

Aug 2005 – Nov 2011

Art Zone Concert Agency, Sarajevo, BiH

Most prominent marketing, cinema distribution, and concert organization agency in-country; produces concerts & high-level events.

- Communicated critical messages across the country through TV, radio, newspapers, and social media and helped define target audiences for high-level concerts with 7K+ visitors.
- Provided written interpretation/translation/editing of reports, documents, and correspondence. Transcribed and translated tape recordings of conversational speech from English into Bosnian.
- Researched cultural markets to identify event opportunities through online questionnaires, early media announcements, and blog posts.
- Consulted with clients and designers to create a brand for each event and organized the production of tickets, posters, catalogs, and sales brochures.
- Built, maintained, and managed clients' reputations in collaboration with client management, including Jamiroquai, Lord of The Dance, and James Blunt; applied worldwide concert organization standards, including recognizable design, communication, and PR strategies to local world tour events.

EDUCATION

MS, International Cooperation, Finance and Development (Academics in English)

Unitelma Sapienza, University of Rome, Italy

Hubert H. Humphrey Fellow, Fulbright Scholarship

Arizona State University, Walter Cronkite School of Journalism and Mass Communication, Phoenix, AZ

Top journalism school and home to Arizona PBS, the most extensive media outlet operated by a journalism school in the world

- Ten months of non-degree academic study and professional experiences in the United States, including a pre-academic program at the English Language Institute at the City University of New York

BA., Fine Arts, Art Education

Art Academy, University of Sarajevo, Bosnia, and Herzegovina