

## ALMA TELIBECIREVIC

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U.S. Citizen | No Visa Sponsorship Required

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### **PROFESSIONAL SUMMARY**

Dynamic and results-oriented leader with extensive experience in project and program management, team development, and fostering cross-functional collaboration. Skilled in strategic planning, stakeholder engagement, and driving impactful initiatives that deliver measurable results. Recognized for innovative problem-solving, effective communication, and building strong partnerships across diverse teams and organizations. Passionate about leading transformational efforts and empowering teams to succeed in fast-paced, mission-driven environments.

### **Key Skills**

- Strategic Leadership & Planning
- Project & Program Management
- Stakeholder Engagement & Relationship Building
- Crisis Management & Communication
- Partnership Development
- Event Planning & Execution
- Decision-Making & Problem Solving
- Team Leadership & Development

### **PROFESSIONAL EXPERIENCE**

#### **Director of Business Development and Events Management (CARISCA) W. P. Carey School of Business – Arizona State University**

Sept 2023 – Present

- Spearheading strategic partnerships between the U.S. and Africa, promoting collaborative projects and educational opportunities in sustainable development.
- Overseeing cross-institutional events to foster community support and strengthen program impact
- Strategically guiding CARISCA's growth trajectory, cultivating collaborative alliances, and overseeing impactful activities contributing to the center's mission of advancing supply chain management practices in Africa. This role underscores my commitment to driving positive change and innovation on a global scale.

#### **Creative Coordinator for Narrative Storytelling Initiative Global Futures Laboratory, Arizona State University**

July 2022 – Aug 2023

- Managed editorial and media projects to promote environmental storytelling, including organizing workshops and outreach programs.
- Assisted with program logistics, planning, implementation, and evaluation of various projects.
- Collaborated with various departments to ensure smooth project development.
- Performed all administrative duties, such as internal communications, setting up meetings, and preparing reports.
- Processed orders, made purchases, and monitored project-related expenditures in accordance with budget allocations.

#### **Consecutive Interpreter for Bosnian/Croatian/Serbian - English**

Oct 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 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 – Oct 2019

#### **ASU, Walter Cronkite School of Journalism and Mass Communication**

- Wrote grant applications for state, federal, and private funding mechanisms.
- Planned strategic development for programs and funding.
- Led events promoting cross-cultural understanding and conservation awareness among young people.
- 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.

#### **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.
- 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.
- Cultivated partnerships with educational institutions and local communities to advance outreach goals.

#### **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 brings 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– July 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 the 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**