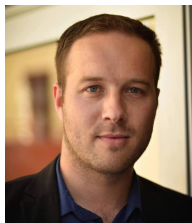


PERSONAL INFORMATION

Salim Šabić



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🌐 www.salimsabic.com

💬 Skype salim.sabic

Sex Male | Date of birth 28/05/1986 | Nationality Bosnian-Herzegovinian

POSITION

IT Project Manager / IT Consultant

WORK EXPERIENCE

01/09/2012–Present

IT Director

Sveučilište/Univerzitet Vitez, Vitez (Bosnia and Herzegovina)

- Overseeing all IT operations and align them according to organizational needs and goals
- Establishing IT policies and systems to support the implementation of strategies set by upper management
- Analyzing the business requirements of all departments to determine their technology needs
- Purchasing efficient and cost-effective equipment and software
- Identifying the need for upgrades, configurations or new systems and report to upper management
- Coordinating IT staff and supervising developers, technicians, and other professionals to provide guidance
- Managed budget and reporting on expenditure
- Built relationships with vendors and creating cost-efficient contracts
- Project management and implementation of software solutions in the educational and business processes
- Implementing best practices and quality assurance for information systems in the educational process
- Development and implementation of asynchronous distance learning system at the University, based on the Moodle LMS software platform
- Design, development, and implementation of the integrated information system of the University (Student Information System)
- Design, development, and implementation of the university, faculty and organizational websites
- Provided training for IT staff and departments
- Work scheduling and reporting

14/04/2016–Present

Institutional Manager - Oracle Academy

Oracle, Travnik (Bosnia & Herzegovina)

- Regional Manager Oracle Academy (Central Bosnia Canton)
- Promoting the Oracle Academy program and partnerships,
- Recruiting new and existing program members,
- Interacting with strategic government, education, and partner organizations to facilitate program adoption and growth,
- Communicate with key internal personnel to increase awareness of program offerings and goals,
- Manage and attend training and promotion events.

25/01/2016–30/03/2017

Information Technology Consultant

EPTISA BH d.o.o., Sarajevo (Bosnia and Herzegovina)

Beneficiaries:

- Ministry for Trade and Economic Relations (MoFTER).

Responsibilities:

- Upgrade the current model of MoFTER in order to transfer the platform to SQL from Access;
- Insert the tariffs in accordance with the needs of the MoFTER Unit for Customs and Tariff;
- Implement additional tables in the model that could provide additional data for trade and trade negotiation assessments;
- Update the manual on the utilisation of the model in accordance to the changes made.

Key achievements:

The results consist of upgrading the model used by MoFTER;

- Model used by MoFTER upgraded;
- Manual on the utilisation of the upgraded model drafted and delivered to MoFTER;
- MoFTER staff trained on how to use the model.

01/06/2015–30/11/2015

Information Technology Consultant

Djikić Consulting Services d.o.o., Sarajevo (Bosnia and Herzegovina)

Responsibilities:

- Provide assistance on the issues related with state aid, as follows:
- Meeting EU Delegation Sarajevo to discuss the content of technical specification to be prepared;
- Meeting beneficiaries to assess the actual IT hardware needs;
- Drafting the IT hardware part of technical specifications;
- Performing and documenting market research with an estimated budget breakdown for IT hardware part of technical specifications.

Key achievements:

- The expected results and outputs consist of:
- Assessment of IT hardware;
- Completed draft for the hardware technical specifications;
- Completed draft of the market research with an estimated budget breakdown for IT hardware technical specifications;
- Detailed written report containing the activities undertaken during the mission.

01/04/2011–01/06/2014

Teaching Assistant

Faculty of Information Technology, Travnik (Bosnia and Herzegovina)

Teaching assistant on courses:

1. Web programming and design, Teacher doc. Dr. Muharem Kozic
2. Object-oriented programming, Teacher doc. Dr. Bosko Nikolic
3. Web technology fundamentals, Teacher doc. Dr. Muharem Kozic
4. GUI design and development, Teacher Prof. Dr. Lazo Roljić

01/06/2010–30/09/2012

IT Manager

Sveučilište/Univerzitet Vitez, Vitez (Bosnia and Herzegovina)

- Planned, organized, controlled and evaluated IT systems and applications
- Managed IT staff by recruiting, training and coaching employees
- Communicating job expectations and evaluating the performance
- Designed, developed, implemented and coordinated information systems and software solutions
- Ensured that the IT staff and infrastructure aligns with the needs of the organization
- Auditing systems and assessing outcomes
- Writing work plans and schedules for IT department
- Handling annual budget for hardware and software procurement

01/10/2008–29/05/2010

IT Manager

Otvoreni Univerzitet u Travniku, Travnik (Bosnia and Herzegovina)

- Managed information technology and systems
- Planned, organized, and evaluated IT operations
- Managed IT staff by recruiting, training and coaching employees
- Designed, developed and coordinated systems, policies and procedures

- Acted in alignment with user needs and system functionality to contribute to organizational strategy
- Identified problematic areas and implement strategic solutions in time
- Planned, managed and implemented information system development according to with organizational needs
- Designed and developed websites, web applications, and e-learning/blended learning systems

01/01/2008–30/09/2008 IT Technician

Fakultet poslovne informatike, Travnik (Bosnia & Herzegovina)

- Set up of workstations with necessary peripheral devices (routers, printers etc.)
- Installing and configuring appropriate software and applications according to specifications
- Planned and maintained local networks
- Ensured security and privacy of networks and computer systems
- Provided training to users on how to operate new software and computer equipment
- Organized and scheduled upgrades and maintenance of the equipment and software
- Performed troubleshooting to diagnose and resolve problems
- Administered and updated corporate websites

EDUCATION AND TRAINING**12/05/2017–22/05/2017 Certificate of Completion Leader Entrepreneurship Program**

Ivey Business School at Western University, Sarajevo (Bosnia and Herzegovina)

Business Plan Development, Opportunity Recognition, Business Strategy, Marketing Strategy and Tactics, Entrepreneurial Finance (Financial Statements, Cash Flow, Valuation), Operations, Managing People, Communications and Action Planning.

01/10/2009–25/07/2014 Master's Degree Computer Science

University VITEZ, Faculty of Information Technology, Vitez (Bosnia and Herzegovina)

The Master thesis:

"Development and implementation of asynchronous distance learning system in higher education as a form of a developmental opportunity with a review of University Vitez in Travnik"

Mentor: Prof. dr. Dušan Starčević

The thesis is successfully defended on 25.07.2014.

- The knowledge that a student-completed master gets: the highest form of training in the application of business informatics.
- The Master is able to apply IT solutions to the specific needs of business users.
- Qualified for the highest level of complexity in the application of information and communication technologies and IT solutions to business requirements.
- In addition to the application of the finished solution is qualified for a certain volume of own creations in business informatics.

01/09/2005–06/07/2008 Bachelor in IT Management - (Bsc Information Technology)

Pan-European APEIRON University, Faculty of Information Technology, Banja Luka (Bosnia and Herzegovina)

IT Management;
Business Informatics;
Information Management;
Software Development;
Project Management,

Information Technology.

PERSONAL SKILLS

Mother tongue(s) Bosnian

Other language(s)

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

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

- Excellent written and verbal communication skills
- Confident, articulate, and professional speaking abilities
- Speaking in public, to groups, or via electronic media
- Excellent presentation and negotiation skills

Organisational / managerial skills

- Enjoy working as a team member as well as independently
- Team leader and team player
- In-depth understanding of emerging technologies and their commercial applications
- Able to lead others in high-demand situations
- Coaching and guiding
- Delegating tasks or responsibilities
- Demonstrated leadership
- Evaluating performance, programs, processes, or events
- Extensive experience providing project management and consulting services
- Group facilitating, managing group interactions
- Planning, goal setting, and scheduling
- Proven leadership and organizational abilities
- Strongly committed to team-building and staff development
- Supervising people or processes
- A genuine desire to achieve, excel and evolve
- Ability to grasp new ideas and integrate them into desired results
- Ability to work independently in a fast-paced environment
- Designing products
- Displaying ideas and products
- Creating new ideas, new ways of doing things

Job-related skills

- Strong computer skills
- Possess entrepreneurial spirit
- Competitive attitude
- Excellent personal motivation with a proven ability to build and work collaboratively in a strong team concept environment, and independently
- Focused, versatile, dependable, multi-task oriented, flexible, positive, emotionally stable, able to adapt effectively to challenging and emergency situations
- Well developed skills in prioritizing, organization, decision making, time management, and

verbal/written communication skills

- Strong interpersonal skills resulting in exceptional rapport with people. Proven success in initiating, promoting and maintaining strong interpersonal relations. Able to deal courteously, professionally, and tactfully with the general public in a variety of circumstances
- Excellent analytical skills with the ability to analyze situations accurately and effectively
- Combine patience, determination, and persistence to troubleshoot client issues
- Dynamic, results-oriented problem solver
- Easily understand and solve technical problems
- Skilled at evaluating options and generating solutions
- Strong problem-solving and analytical skills
- Troubleshooting equipment or situations

Digital skills

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

Digital skills - Self-assessment grid

Driving licence B

ADDITIONAL INFORMATION

Projects

Project name

E-learning platform with E-commerce Integration
Dec 2016 – Apr 2017

Project description

Managed the development of an e-learning platform for online course delivery. The final product was an e-learning system with e-commerce capabilities for selling online courses. LATUS Logistics Risk: Advice,

Project name

LATUS Logistics Risk: Advice, Education, Compliance E-Learning System
Jul 2013 – Nov 2013

Project description

Developed a Corporate training portal based on Moodle LMS and integrated a Shopping Cart for selling online Courses & developed a responsive Moodle Theme which incorporates the branding of the organization.
Created several SCORM compliant eLearning courses.

Project name

Centre for Continuing Education (CCE) - The University of Sydney
Jul 2013 – Sep 2013

Project description

Developed a customized LMS system which incorporates the branding of the University of Sydney (<https://www.mhe.edu.au/>) for a small training program.
The end product was a responsive LMS that was integrated with the UIS.

Project name

Seccom Global Elearning Consultant

Feb 2013 – Jul 2013

Project description

For this Client, I developed a Corporate training portal based on Moodle LMS and integrated a Shopping Cart for selling online Courses. Developed a landing page where users see the organizations basic information and are able to buy and pay for courses with PayPal or Credit Card.

Project name

Immerge Web development
Jan 2011 – Feb 2012

Project name

Nara Technology Services Moodle LMS Consulting
Dec 2010 – Dec 2011

Project description

Development of E-Learning system solutions based on the Moodle LMS platform.

Project name

Paradiso Solutions Independent Consultant on Moodle LMS
Aug 2011 – Nov 2011

Project description

Development of E-Learning system solutions based on the Moodle LMS platform.

Project name

eBroselow, LLC Independent Consultant on Moodle LMS
Mar 2010 – Sep 2010

Project description

eLearning system for the eBroselow Artemis Paediatric system training site, including; Theme design, Custom module development & integration.

Project name

Alratel WEB Systems Elearning Consultant
Jul 2009 – Apr 2010

Project description

Main responsibilities:

Project management, module installation, Server and database configuration.

Development of E-Learning system for a K12 School.

E-Learning system for a University in Madina (Saudi Arabia);

Moodle based Development of E-Learning system for the Al-Aqsa K12 School.

E-Learning system for Taibah University in Madina (Saudi Arabia);

Development of E-Learning system for the University of Taibah.






Salim Šabić

 Mother tongue(s)
Bosnian

 Other language(s)
English, German

English

Self-assessment of language skills






UNDERSTANDING		SPEAKING		WRITING
 Listening	 Reading	 Spoken interaction	 Spoken production	 Writing
C1 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user

Linguistic and intercultural experience

Description	Duration
<p>Using languages at work: Since 2008. I am actively using the English language professionally. Most of my freelance clients are from the US, Canada, and Australia.</p> <p>Verbal and written communication is naturally done in English.</p>	1/1/08–Present

German

Self-assessment of language skills

UNDERSTANDING		SPEAKING		WRITING
 Listening	 Reading	 Spoken interaction	 Spoken production	 Writing
C1 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user






Linguistic and intercultural experience

Description	Duration

Using languages for study or training: The German language was the first foreign language I learned. I started learning it from grade 4, through high school ending with my undergraduate University education.

1/9/96–6/7/08

Common European Framework of Reference for Languages - Self-assessment grid

		A1 Basic user	A2 Basic User	B1 Independent user	B2 Independent user	C1 Proficient user	C2 Proficient user
Understanding	 Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
	 Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
Speaking	 Spoken interaction]	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	 Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
Writing	 Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

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