



Melina Altumbabic



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MELINA ALTUMBABIĆ

Master of Journalism | Lecturer in Fundamentals of Communication Studies and Public Speaking Techniques | Specialist in Business and Public Communication

PROFESSIONAL PROFILE

Master of Journalism with experience in teaching, working with students, and creating educational content in the fields of communication studies, public speaking, and business communication. I have experience in academic, HR, and international business environments, with well-developed organizational, presentation, and interpersonal skills.

My professional interests are focused on communication studies, public speaking, education and student development, business communication, event organization, and the creation of educational content. I am characterized by professionalism, analytical thinking, responsibility, and the ability to work effectively in dynamic academic and business environments.

WORK EXPERIENCE

IPI Academy

Lecturer and Teaching Assistant

2024 – present

- Head of the Department for Market Communications
- Course leader for Fundamentals of Communication Studies
- Course leader for Public Speaking Techniques
- Teaching assistant for Event and Trade Fair Management

- Delivery of lectures and practical exercises
- Mentoring and working with students
- Preparation of teaching and presentation materials

Fluor Corporation

Commercial Buyer – Procurement Department

2009 – 2011

- Communication and coordination with suppliers
- Coordination of procurement processes
- Administrative and documentation support
- Organization of business communication and record keeping
- Monitoring business documentation and procedures

Global Ispat Koksna Industrija Lukavac

Training and Development Coordinator – HR Department

2007 – 2009

- Organization of employee training and development programs
- Coordination of internal communications
- Administrative support for HR processes
- Preparation of training materials and reports
- Support for employees' professional development

EDUCATION

University of Tuzla

Master of Journalism

2016

Master's thesis:

“Informational Value in User Comments on News Websites of Regional Portals”

University of Tuzla

Bachelor of Journalism

2005

PROFESSIONAL COMPETENCIES

- Public communication and presentation skills
- Teaching and mentoring competencies
- Organization and coordination of projects and training programs
- Business and administrative communication
- Management of educational and presentation content
- Analytical thinking and research work
- Teamwork and interpersonal skills
- Event and trade fair organization
- Digital literacy and modern business tools
- Independent planning and work organization

DIGITAL SKILLS

- MS Office (Word, Excel, PowerPoint, Outlook)
- Adobe Photoshop, InDesign, Illustrator
- SPSS
- Dreamweaver
- Business software: Matman, Maximo, Sams

LANGUAGES

- Bosnian – Native
- English – Active use in business communication

ADDITIONAL EDUCATION & CERTIFICATIONS

- Business Accounting Training – FIN Consult (2024)
- Business IT Qualification (Level IV, Specialist Program)
- Website Creation and Maintenance – CPE Tuzla
- English Language Certificate – Language School “Svjetionik” Tuzla (Intermediate Level)