

PERSONAL INFORMATION

Džejna Suljević



 Zenica, Bosnia and Herzegovina

 dzejna.suljevic@gmail.com

 www.prf.unze.ba

Sex Female | Date of birth 27/01/1991 | Nationality Bosnian - Herzegovinian

WORK EXPERIENCE

01/18-ongoing

Faculty of Law, University of Zenica

Teaching assistant at Faculty of Law Zenica

- Periodically delivers classroom lectures
- Plans, schedules, and facilitates review sessions for exams as requested by course instructor
- Evaluates student performance, including grading exams, quizzes, assignments, and papers
- Meets with course instructor and assists in determining grading criteria
- Tracks and records individual and overall course grades in multiple formats
- Tracks and records student class attendance
- Performs other duties as assigned by course instructor

Business or sector Academic education

08/16-ongoing

Specialist in notary office

Notary office Nermina Suljević, Zenica, Bosnia and Herzegovina

- Review court files and screen cases to determine appropriate case paths
- Manage, schedule and coordinate court dockets
- Establish court deadlines and progress cases using DCM techniques
- Develop strategies to reduce case backlog and prevent reoccurrence
- Prepare, type and notice cases for case management conferences
- Prepare case management reports and court orders
- Analyze, review and monitor a high-volume caseload
- Prepare reports, draft orders, review briefs and research substantive and procedural issues
- Conduct legislative research and tracking of legislation applicable to the court as it pertains to civil cases
- Assist with court docket case review for Case Management Conferences, Motions, Trials and Summary Judgment proceedings
- Attend meetings, training, and educational seminars as required
- Other duties as assigned

Business or sector Legal

08/14-08/16

Legal apprentice in notary office

Notary office Nermina Suljević, Zenica, Bosnia and Herzegovina

- Receives, sorts and processes legal documents and mail; reviews documents for sufficiency of information, conformity, jurisdiction, completeness, timeliness, and all required supporting documents in accordance with prescribed filing requirements; returns unacceptable documents noting discrepancies and reasons for rejection.
- Files and retrieves legal documents and related case materials; maintains the order of documents in court files; purges documents in accordance with pre-determined criteria; assembles documents, identifies and organizes documents for transfer to the archives; retrieves records from archives, if necessary.
- Enters case information on dockets; prepares court calendars, coordinating arrangements with various departments and attorneys; prepares notices of hearings, court appearances or petitions; coordinates the flow of documents necessary for court assignments; prepares minute sheets; enters actions from minute sheets into appropriate records.

Business or sector Legal

EDUCATION AND TRAINING

- 10/14-14/11/17 **Doctoral Studies at Faculty of Law, University of Zenica**
University of Zenica, Faculty of Law
Civil law
- 21/12/2017 **Judicial State Exam**
Ministry of justice Bosnia and Herzegovina
▪ Passed exam in front of the Judicial State Exam Commission
- 10/14-14/11/17 **Master of Laws (LLM)**
University of Zenica, Faculty of Law
Civil law
▪ Dissertation title : " Contract on Succession in Private International Law"
▪ Graduated with distinction
- 2014-15 **Master Studies**
University of Zenica Faculty of Law
Civil law
Grade Point Average (GPA) : A
- 10/10-07/14 **Bachelor of Laws (LLB)**
University of Zenica Faculty of Law

PERSONAL SKILLS

Mother tongue(s) Bosnian/ Croatian / Serbian

Other language(s)

English language

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
B2	B2	B2	B2	B2
Certificate provided by BHM-Soroš Language School Zenica, from 24.06.2011.				

German language

B2

B2

B2

B2

B2

Certificate provided by BHM-Soroš Language School Zenica, from 24.03.2018.

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- good communication and rhetorical skills gained through my experience as apprentice and specialist in notary office, and throughout extra curriculum activities such as debates, moot competitions etc.

Organisational / managerial skills

- good organisational skills

Digital skills

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Independent user

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

Certificate provided by LappaSoft d.o.o. – Društvo za softverski inženjering, informatičke usluge i konsalting.

- good command of office suite (word processor, spread sheet, presentation software)

ADDITIONAL INFORMATION

Publications
Presentations
Projects
Conferences
Seminars
Honours and awards
Memberships
References
Citations
Courses
Certifications

Publications:

- Article „Odvajanje ostavine od imovine nasljednika“, Bilten Notarske komore Federacije BiH Izdanje broj 1, septembar/ rujan 2017. („*Separatio bonorum* in succession law“)

Projects:

- Expert assistant, assisted in writing the book „Nasljedno pravo“ (Succession law), authors : Suljević Sefedin and Bikić Enes, publisher: Planjax Group Tešanj (COBISS.BH-ID-21798150), in the part of the book „Kolizione norme u nasljednom pravu“.

ANNEXES