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DOB: 11/11/1980
Citizenship/Passport issued by: United States of America
Permanent Residency Allowance (stalni boravak): Serbia

Andrew D. Wiesike

Education 1998-2002 Hamilton College Clinton, NY

BA in Creative Writing/English: Honors Thesis, Minor in German (May 2002)

- Graduated Cum Laude (GPA 3.6)
- Departmental Honors, including Honors Thesis: a portfolio of poetry, literature reviews, and analytical writings on singular poetic works (received highest marks).

Work Experience

August 2011 – Present

**FLV: Faculty Lazar Vrkatic za Pravne i Poslovne Studije:
(Faculty of Lazar Vrkatic for Legal and Business Studies
Novi Sad, Serbia)**

Strani Lektor/ Foreign Lecturer, English Department

- Lecturer of the following courses: Academic Writing, Contemporary English I, II, and III, Business English I, II, and III, 19th Century English Literature

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December 2020 – Present

UNRCO – United Nations Resident Coordinator Office

- Individual Contractor for Editing and Translation Services

April 2021 – Present

UNDP – United Nations Development Program Balkan Region

- Individual Contractor for Editing and Translation Services

September 2006 – Present: Freelance English Editor and Serbian-English Translator: detailed list of individual academic papers edited and translated provided on page 4**

- Translator, Serbian to English, of the novel: *Bajka nad Bajkama (Tale of Tales)*, Author: Nenad Gajic, Laguna, Beograd (2013).
- Translation Editor: Nova Misao: Magazine for Contemporary Vojvodinian Culture: English Biennial Editions (2012, 2014, 2016)
- Translation Editor : KotorArt International Festival for the Arts Primary English Language Editor for the Festival Bulletin and all relevant festival materials (2015, 2016, 2017, 2018, 2019, 2020)
- Translation Editor: *Music Starter* (2009): Youth Music Textbook
- Translation/English Editor: Isidor Bajic Memorial International Piano Competition: media brochure, guidelines, and relevant documents (2006, 2010-2020)
- Translation/English Editor : Anton Eberst International Flute & Clarinet Competition: media brochure, guidelines, documents (2010-2020)
- Translation/English Editor : Isidor Bajic Music School website: prioritized English documents and posts (2009-2020)
- Editing Services: Navix Communications GmbH and Kitagawa GmbH (2011-2020): editor of a wide range of documents principally dealing with official Japanese government and business initiatives in European and American markets

Sep. 2009 – Sep. 2011 Vintage School Novi Sad, Serbia

Instructor

- Taught English classes to students of a foreign language at the FCE, CAE, and CPE levels in preparation for Cambridge University international tests at these levels
- Taught Business English classes at the B1, B2, and C1 levels in preparation for Cambridge University international tests at these levels
- Worked with individual clients on general English, business English, and English conversation fluency

March '07-July '09 The Nature Conservancy Bethesda, MD
of Maryland/District of U.S.A
Columbia

Philanthropy Coordinator

- Primary duties included: writing acknowledgement and solicitation documents and templates; report creation & analysis for gifts/activities/volunteer efforts; administrative, technical, and publication-editing support, as well as outdoor trip, event, and lecture organization.

Sep-Dec 2006 Feedback Language School Novi Sad, Serbia

Instructor (seasonal position)

- Taught adult English classes to students of a foreign language at the intermediate and advanced levels

June-July 2006 Linguae Language School Rijeka, Croatia

Instructor/ Activities Coordinator (seasonal position)

- Taught intensive English as a Foreign Language courses to children ages 7-17, beginner through intermediate levels, for Linguae's Bjelolasica Summer English Camp at the Bjelolasica Olympic Complex
- Coordinated writing exercises, and other programs focused in English throughout the duration of the camp

Feb-Sep. 2006 Life College Novi Sad, Serbia

Instructor (seasonal position)

- Taught English classes to students of a foreign language at the First Certificate and Advanced levels, utilizing Cambridge University Press materials and outside sources

May-Sep. 2005 Institute of Reading Development Newton, MA

Instructor (seasonal position)

- Taught reading classes in association with the continuing education programs of Boston University, the University of

New Hampshire, Northern Essex Community College, the
Community College of Rhode Island

- Reading classes encompassed ages 4-adult: focus on initial and pre-reading skills in younger classes (4-6), phonics and comprehension elements in intermediate classes (6-11), and high efficiency speed reading and study techniques in upper level classes (12-adult)

**Dec 2004-May 2005 Syracuse City School District Syracuse,
NY**

Supplemental Subjects Teacher

- Taught subject classes at high school, middle school, and elementary grade levels throughout the municipal area