



# Amila Sadinlija

Leveraging a dynamic blend of creativity and strategic thinking, I strive to craft learning experiences that not only educate but also inspire growth and excellence. Skillful in multimedia production and Content Management System administration, I am dedicated to enhancing content delivery through engaging visuals and interactive facilitation.

## Experience

### Organization for Security and Co-operation in Europe

April 2020 - Present

#### Talent Development Assistant

In my current role in the Talent Development Unit of the Department of Human Resources, I am the main administrator of the comprehensive OSCE onboarding programme consisting of monthly induction days, live online webinars, 14 self-paced e-learning modules and visits to the OSCE decision making bodies. I am one of the main administrators of the Oracle Learning Management System, which encompasses LMS content management, e-learning creation and updating, as well as ensuring smooth user experience on the platform. I am co-ordinating over 20 regular courses per year from the OSCE learning catalogue, providing technical support, as well as facilitation. I am responsible for the internal communication of the Unit, which includes instructional design, promotional materials, newsletter editing and media production. As one of the most recent tasks, I have been entrusted with project management for a programme designed to prepare external candidates and young diplomats to perform better through the recruitment process of the international organizations.

October 2019 - April 2020

#### Learning and Development Intern

In my role as an L&D intern, I have created a report on benchmarking onboarding best practices in international organizations, which featured input from 20 IGO across Europe and the US. I was assigned a test user role in the Oracle LMS, in which I have tested 15 e-learning modules of various topics related to OSCE. I have created a number of how-to-guides for both users and administrators of the LMS, which are still in use at the OSCE today. I was a content manager of the Unit's SharePoint webpage and I have done recording and editing of a many different learning events at the time. Many of my tasks have been transferred to my current role, with increased responsibilities.

### eMedia Patch

February 2018 - September 2018

#### Account Manager

Working for the world's first online advertising agency designed specifically for publishers, I was managing 3 US based accounts while encompassing diverse responsibilities: closely monitored online media campaigns, ensured visibility and performance, conducted thorough performance analysis, and generated insightful reports. Maintained open lines of communication with clients. Proficiently operated campaigns through Google Ad Manager, gaining experience in Search Engine Optimization.

July 2017 - February 2018

#### Assistant Media Analyst

Drove data-backed insights by consistently analyzing weekly and monthly performance of online media campaigns for a client cluster. Crafted impactful kick-off presentations and comprehensive feedback reports to optimize campaign strategies. Ensured broad campaign visibility across diverse platforms for maximum impact.

## Recognition

 Awardee of the 2022 OSCE Secretariat Performance Recognition and Reward Programme

## Education

2019

### Master's Programme in Marketing Management

University of Sarajevo/School of Economics and Business

\*Thesis in progress

2017

### Bachelor of Marketing Management

University of Sarajevo/School of Economics and Business

## Skills

- Online learning platform administration
- e-learning development
- Media production
- Visual design
- Instructional design
- Project management
- Facilitation skills

## Languages

Bosnian - native

English - fluent

Spanish - intermediate

German - intermediate