

# Curriculum Vitae



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## Professional Profile

My professional profile includes:

- 17 years' employment in the UAE teaching general English, ESP, writing and other university courses.
- MA in Applied Linguistics; MS in Engineering; and CELTA.
- previous experience as first year academic advisor in three UAE institutions.
- designed syllabus for former employers accredited by the MOE.
- taught math at tertiary level.
- member of accreditation committee in three universities/colleges.
- teaching online via Blackboard/Zoom.

## Education

- **University of New England, Australia**, MA in Applied Linguistics
- **Cambridge University**, CELTA (Certificate in English Language Teaching to Adults)
- **People's Friendship University of Russia**, BA in Linguistics
- **Moscow Power Engineering University**, MS in Nuclear Power Station Engineering

## Work Experience

<b>May 2021-Present</b>	<p><b>Eton Institute, Dubai</b></p> <ul style="list-style-type: none"> <li>• TESOL Trainer</li> <li>• IELTS instructor</li> <li>• General English, Business and ESP instructor</li> <li>• Business Writing Course instructor</li> <li>• Russian course instructor</li> </ul>
<b>Aug 2011-Jan 2021</b>	<p><b>Higher Colleges of Technology (HCT CERT), KBZAC(Khalifa Bin Zayed Aviation College)</b></p> <ul style="list-style-type: none"> <li>• Academic Advisor for 1<sup>st</sup> year Pilot/Air Defense Cadets</li> <li>• English Instructor</li> </ul> <p>General English courses  IELTS and EmSat Preparation  Section Leader for 1<sup>st</sup> and 2<sup>nd</sup> year Pilot/Air Defense Cadets  Organize KBZAC-HCT departmental documentation (course documents and resources) on the KBZAC Portal for the CAA visit.  Conducting and grading mock IELTS exams for CERT students  Preparation of weekly quizzes for students</p> <p>Taught MOHRE, MLP, Mubadala, Ettihad, Police Promotion, Police GHQ, ADNOC, Rabdan, ADCO WRP programs, military cadets</p>
<b>2009-2015</b>	<p><b>Al-Ain University of Science and Technology, UAE</b></p> <ul style="list-style-type: none"> <li>• Academic advising for 1<sup>st</sup> year students</li> <li>• English Instructor and Level Coordinator</li> </ul> <p>Academic Reading, Writing, and Effective Communication (tertiary level courses)  Exam, quiz and assignment preparation and grading  Conduct placement test for new students</p> <ul style="list-style-type: none"> <li>• Member of Self-Study Committee</li> </ul> <p>Assisted with a Self-Study report for the Ministry of Higher Education and Scientific Research for Program accreditation</p> <ul style="list-style-type: none"> <li>• Member of International Accreditation Committee</li> </ul>

<b>2006 – 2009</b>	<p><b>Al Khawarizmi International College (KIC), English Department, Al- Ain, UAE</b></p> <ul style="list-style-type: none"> <li>• Academic Advisor for 1st year students</li> <li>• English Lecturer</li> </ul> <p>Academic English, Business Communication and Critical Thinking courses  Created activities, selected materials, and conducted English Club meetings in the College</p> <ul style="list-style-type: none"> <li>• Career Advisor</li> <li>• Member of Accreditation Committee</li> </ul>

## References

1. Linah Safa, KBZAC Academic Coordinator, Tel: +971 502164269, [lsafa@hct.ac.ae](mailto:lsafa@hct.ac.ae)
2. Sarah Hrynczak, CERT Program Coordinator, HCT (CERT). Tel: +971 54 4459455; [shrynczak@hct.ac.ae](mailto:shrynczak@hct.ac.ae)
3. Noelle Badger, HCT, Colleague, [nikkibadger@hotmail.com](mailto:nikkibadger@hotmail.com), [noelle.badger@cyjma.qld.gov.au](mailto:noelle.badger@cyjma.qld.gov.au), +61421401455