

Ozlem Keskindil

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Curriculum Vitae

Accomplished and dedicated IB and OCT certified English and Business Studies instructor with a proven track record of successfully educating students from various backgrounds and skill levels utilizing and applying the IB, Ontario and international curricula. Consistently demonstrates the skill sets needed to analyze existing academic programming and develop and implement forward-thinking learning strategies and materials that allow students and professionals to thrive within various learning institutions. Possesses a passion for contributing to learning institutions that value the input of all teachers and educators in an effort to create a learning experience and academic programming that is second to none. Capable of leading and executing program and project strategies in order to reach and surpass all goals and objectives.

Education and Credentials

Post-Grad Certificate – Teaching English Language Learners In Faculty Education, In Progress, Queen's University, Kingston, Ontario

Master of Arts in Science – Business Administration and Marketing, 2003, Marmara University, Faculty of Economics and Administrative Sciences, Istanbul, Turkey

Bachelor of Arts – English, 1999, Hacettepe University, Faculty of Foreign Languages, Ankara, Turkey

IB Certificate, 2020, International Baccalaureate, IB Business Management Category 1

2017, International Baccalaureate, Theory of Knowledge Category 1

Ontario Certified Teacher (OCT), 681168, Council of the Ontario College of Teachers

TEFL Certificate, 1999, Hacettepe University, Faculty of Education, Ankara, Turkey

Professional Experience

CANADIAN INTERNATIONAL SCHOOL SYSTEM, Ho Chi Minh City, Vietnam

English Teacher – Secondary Division, 2017 to Present

Administer admissions tests in an effort to match each student with the appropriate English as a Second Language class. Teach multiple ESL classes, focusing on instructing international students on the fundamentals needed to master the English language and move on to full-time English classes. Develop course materials including class outlines, lesson plans, lecture topics, assignments and projects, tests and exams, and other materials that will engage students and stimulate academic and personal growth in each student. Routinely review the performance of each student, identifying opportunities to implement 21st Century learning methods that can foster a greater desire for learning. Utilize student performance evaluations to pin-point when to customize learning materials. Provide academic guidance and advising to students when needed.

- Teach ESLAO, ESLBO, ESLCO Grade 9 English (ENG1D), Grade 10 Drama (ADA20), Grade 10 Introduction to Business (BB120)
- Teach IB DP Business Management Year 1 & 2

CAMBRIDGE UNIVERSITY – ENGLISH EXAMS CENTRE, British Council, Ho Chi Minh City, Vietnam

Cambridge English Exams Oral Examiner & Consultant, 2012 to Present

Assist various learning institutions and teachers with obtaining a greater understanding of how exams can be used for more than a measuring tool of student performance. Promote innovative exam structures that can help students retain and apply information learned in the classroom. Participate in conferences, organize and lead teacher workshops demonstrating how to provide support to students preparing to take International Cambridge Exams.

- Progressive exam structures help students taking exams such as IELTS, FCE, and Young Learners Exams.

INTERNATIONAL SCHOOL OF HO CHI MINH CITY, Ho Chi Minh City, Vietnam

Occasional Teacher – Secondary Division, 2016 to 2017

Applied experience and understanding of IB Curriculum to an academic setting with a student body and faculty made up of primarily international individuals. Educated learners in specialty courses following a pre-established curriculum.

UNIVERSAL ENGLISH CENTER | SMART LEARNING LANGUAGE CENTER | UNIVERSITY OF ECONOMICS AND FINANCE | TON DUC THAN UNIVERSITY, Ho Chi Minh City, Vietnam

English Instructor and Cambridge Exams Consultant, 2016 to 2016

In simultaneous roles, followed EAL/EFL curriculum in supplying English instruction to students and professionals preparing to take various tests that would lead them to be accepted into world-wide English-speaking colleges and universities, as well as other academic and professional institutions/programs. Produced and introduced learning materials, tools, and techniques that developed the English-speaking skills of each student. Analyzed student progress, developing an enhanced understanding of effective teaching approaches and adjusting course curricula accordingly. Offered academic and course-specific guidance and direction to students and administrators within the school systems.

SCHOOL OF CONTINUING EDUCATION– MARMARA UNIVERSITY, Istanbul, Turkey

Academic Coordinator/Academic Advisor, 2012 to 2016

Analyzed all academic programming, evaluating service delivery and reviewing internal processes, routinely supplying recommendations and improvements when applicable. Formulated, developed, and instituted visionary and effective academic curriculum and corresponding course materials and assignments. Integral in recruiting and hiring qualified educator candidates whose teaching methods aligned with the overall standards and goals of the faculty. Conducted teacher performance evaluations, sharing beneficial feedback that would help continue to develop their talents as well as provide superior education to the students. Delivered in-service training to university personnel looking for assistance and direction in the Ph.D. studies and/or academic publications. Assisted students in their academic careers by offering academic advising and guidance highlighting various options to reach their goals.

- Organized numerous educational workshops and professional development seminars to provide new teaching resources to educators which could be applied throughout the program.
- Managed all PR marketing activities which led to a classroom enrollment increase of 50% and the School of Continuing Education still continues expansion plan with opening new branches in various locations today, based on the positive perception and coverage of the programs provided.
- Contributed to the raise in teacher salaries by making an appeal to the Rectorate of the university, stating that teachers were a valuable asset to the university and should be compensated as such.

SCHOOL OF ENGLISH – MARMARA UNIVERSITY, Istanbul, Turkey

English Instructor (EAP/ESP), Curriculum Developer, Test Writer, ICT Program Advisor 2002 to 2016

Educated local and international students of various English speaking capabilities, ensuring all instructions followed pre-established curriculum and program standards. Assumed the role of a test writer for the testing office, developing test materials and assignments that would properly assess how much information students had learned and retained throughout their academic careers. Functioned as Lead Teacher for the Academic English Program and ICT Program Advisor for the School of English, introducing a technology integration program as well as establishing brand new language labs, providing students with English for Specific Purposes ESP/EAP learning resources.

Additional Experience

Visiting ESP Instructor, Istanbul Commerce University, Faculty of Economics, Istanbul, Turkey, 2002 to 2008

Professional Development

Post-Grad Certificate-Teaching English Language Learners (Ongoing), Queen's University, 2021

IB Diploma Program, Business Management, Cat.1, 2020

IB Diploma Program, Theory of Knowledge, Cat.1, 2017

AQ Queen's University, ESL Part 1, 2, 3 2020-21

AQ Queen's University, Learning Disabilities, 2020

AQ, ETFO, Adapting Curriculum for Second Language Learners, 2019

AQ Queen's University, Classroom Management, 2019

AQ Queen's University, Teaching LGBTQ2, 2019

AQ Queen's University, Teaching and Learning Online, 2018

ABQ Queen's University, Intermediate English, 2018

EDMODO Certified Trainer, 2017

DELTA, Cambridge University, International Teaching Institution, Istanbul (Mod1, Mod 3), 2017

TESOL Certificate, Hacettepe University, Faculty of Education, 1999

Teacher Trainer, Cambridge University, Cambridge English, Freelance Consultant, 2015

IELTS Trainer, British Council, Understanding IELTS, Futurelearn, 2015

TESOL: Training of Trainers, Certificate of Online Teaching Principles and Practices, University of Wisconsin-Eau Claire, UW Extension, 2014

TESOL: Training of Trainers, University of Wisconsin-Eau Claire, UW Extension, 2012

Cambridge Oral Examiner, British Council, Starters, Movers, Flyers, KET, PET, FCE, 2012

Teacher Trainer Certificate, Sabanci University, School of Languages Teacher Education Program (SLTEP), 2010

Awards

Certificate of Excellence for High Performance, 2014, Marmara University, School of Continuing Education: Coordination of Foreign Languages Programs.

Best Instructor of the Year, 2013, Marmara University, School of Foreign Languages, English Prep ESL Instructor

Language Expertise

English, Turkish (Native), German CEFR (A2) Level