



Madeleine Bak

Indirizzo: Italia (N/A)

● **ESPERIENZA LAVORATIVA**

09/09/2014 – ATTUALE

ENGLISH LANGUAGE CONSULTANT, EDUCATOR AND TRANSLATOR FREELANCE

- proofreading of academic texts and publications
- voiceover for Macenta Publications
- online workshops in acquiring academic skills at Master's level
- developer of materials for ESP courses
- one-to-one General and ESP lessons
- translator (Italian - English)
- transcriber and copywriter for a news agency
- proofreader, translator and trainer for the Engineering Department of the University of Cagliari
- writer for an online video encyclopaedia

06/06/2011 – 20/08/2022 Sheffiled, Regno Unito

PRE-SESSIONALS ENGLISH FOR ACADEMIC PURPOSES LECTURER THE UNIVERSITY OF SHEFFILED

- Every summer (June-September) I do the EAP preparation course for entry level Masters students in the Engineering Faculty
- online and face-to-face delivery of English for Academic Purposes for pre-Master entry level students
 - planning and preparing lessons, tutorials, and appropriate materials using the Flipped Learning method
 - correcting and marking students' written work promptly
 - providing feedback to students
 - assisting in testing and marking examinations
 - attending standardisation sessions and meetings regularly
 - completing all teaching and support-related documentation, such as reports, promptly and accurately
 - consulting with management and co-teachers as needed
 - commitment to professional behaviours and development

30/09/2012 – 29/10/2014 Colombo, Kandy e Jaffna

SENIOR ENGLISH TEACHER AND TEACHER TRAINER BRITISH COUNCIL

- created materials and taught General English, IELTS, TOEFL, Professional Skills, TKT, and Young Learners of all levels
- selected to teach on STEPS (Skills through English for Public Servants) in sensitive and remote post-war zones
- Teacher Representative
- Founder of the Students' Committee in Colombo and Kandy
- Green Representative
- INSETT trainer

Indirizzo Colombo and Kandy, Sri Lanka

05/06/2011 – 14/06/2012

EFL LECTURER MANCHESTER METROPOLITAN UNIVERSITY

- prepared and executed courses on EAP, IELTS, Teacher Training for Chinese State School Teachers and Password (University Entrance exam)
- writing Skills Advisor (academic)

- proofreader for all faculties

Indirizzo Manchester, Regno Unito

17/10/2010 – 05/06/2011

ACADEMIC SKILLS ADVISOR MANCHESTER METROPOLITAN UNIVERSITY

- support for language and linguistics students
- guided and created Learning Paths and made students aware of the facilities
- created material for ongoing study and independent learning

Indirizzo Manchester, Regno Unito

08/01/2006 – 15/07/2010

DIRECTOR OF STUDIES BRITISH INSTITUTES

- in charge of didactics and the academic team
- student placement and welfare
- teacher development and creator of INSETT sessions
- maintaining accurate staff records
- head of accreditations for the Region (Cagliari and hinterland)
- maintainer of communications between stakeholders
- attended regular training and development sessions

Indirizzo Cagliari, Italia

04/01/2005 – 24/11/2006

ESOL SENIOR TUTOR STOCKPORT COUNCIL

- place testing and diagnostics
- created tailor-made lessons on English language and culture
- ensured suitable learning resources
- monitored and assessed learners
- coordinated and responsible for four tutors

Indirizzo Stockport, Regno Unito

21/10/1999 – 25/07/2004

ENGLISH TEACHER ANGLO AMERICAN CENTRE

- prepared and delivered General English, Cambridge Suite exams, Business English, ESP, and IELTS courses from A1-C2
- Cambridge examiner for KET, PET and FCE
- attended and presented regular INSETT sessions

Indirizzo Cagliari, Regno Unito

● **ISTRUZIONE E FORMAZIONE**

31/12/2013 – 03/06/2014 Cambridge, Regno Unito

DELTA MODULE 1 Cambridge English

Understanding language, methodology and resources for teaching

Indirizzo Cambridge, Regno Unito | **Livello EQF** Livello 7 EQF

- Second Language Acquisition and Learning
- Course Design
- Language Teaching
- Technology in TEFL
- Structure of English
- Research Methods

Indirizzo Manchester, Regno Unito | **Classificazione nazionale** Master of Arts

- Teaching Skills
- Language Awareness
- Learner Profile
- Materials Assignment
- Unknown Language

Indirizzo London, Regno Unito | **Livello EQF** Livello 5 EQF

● **COMPETENZE LINGUISTICHE**

Lingua madre: **INGLESE**

Altre lingue:

	COMPRESIONE		ESPRESSIONE ORALE		SCRITTURA
	Ascolto	Lettura	Produzione orale	Interazione orale	
ITALIANO	C2	C2	C1	C1	C1
TEDESCO	B1	B1	A2	A2	A2
SINHALA	A1	A1	A1	A1	A1
TURCO	A1	A1	A1	A1	A1

Livelli: A1 e A2: Livello elementare B1 e B2: Livello intermedio C1 e C2: Livello avanzato

● **COMPETENZE DIGITALI**

Outlook | Social Media | Microsoft Powerpoint | Google Drive | Google Docs | Zoom | Skype | Microsoft Word | Organizational and planning skills | Written and Verbal skills | Good listener and communicator | Team-work oriented | Internet user | Motivated | Presenting | Facebook | Instagram

● **ULTERIORI INFORMAZIONI**

COMPETENZE ORGANIZZATIVE

- Organisational skills** - creating and keeping to deadlines and dealing with unplanned events
- multi-tasking and delegation
 - analyse, assess and evaluate situations
 - coordinating and executing events
 - identifying and solving problems
 - empathic and high emotional intelligence
 - adapt to new situations and readjust as needed
 - inspirational

COMPETENZE COMUNICATIVE E INTERPERSONALI

Communication and interpersonal skills - excellent written and verbal communication skills

- confident, articulate and professional speaking abilities and experience
- empathic listener and persuasive speaker
- writing creative, factual and academic
- speaking in public, to groups or via electronic media
- excellent presentation skills

JOB-RELATED SKILLS

Job-related skills

- SEN qualified
- Dyslexia in Language Learning
- Counselling Certificate
- Montessori in TEFL

Autorizzo il trattamento dei miei dati personali presenti nel CV ai sensi dell'art. 13 d. lgs. 30 giugno 2003 n. 196 - "Codice in materia di protezione dei dati personali" e dell'art. 13 GDPR 679/16 - "Regolamento europeo sulla protezione dei dati personali".

Madeleine Odelle Bak

Roma, 16/03/2023