

"al fine della pubblicazione"

Merve DINDAR

WORK EXPERIENCES**February 2021 - Instructor of English****Given Courses:** English Language**Sapienza, Università di Roma**, Dipartimento di Informatica – Facoltà di Ingegneria dell'Informazione, Informatica e Statistica, Viaalaria 113, Roma (RM)[Education](#)**February 2021 - Instructor of English****Given Courses:** Legal and General English**Sapienza, Università di Roma**, Facoltà di Giurisprudenza, Piazzale Aldo Moro 5 – Roma (RM)[Education](#)**February 2021 - Instructor of English****Given Courses:** English Language**Sapienza, Università di Roma**, Facoltà di Scienza Matematiche, Fisiche e Naturali, Dipartimento di Fisica, Piazzale Aldo Moro 5 – Roma (RM)[Education](#)**November 2020 - Instructor of English****Given Courses:** English Language**Sapienza, Università di Roma**, Facoltà di Farmacia e Medicina, Dipartimento di Biologia e Biotecnologie Charles Darwin, Piazzale Aldo Moro 5 – Roma (RM)[Education](#)**October 2020 - Instructor of English****Given Courses:** English Language, Scientific English**Sapienza, Università di Roma**, Facoltà di Scienza Matematiche, Fisiche e Naturali, Dipartimento di Matematica

Guido Castelnuovo, Piazzale Aldo Moro 5 – Roma (RM)

[Education](#)**Nov. 2019 - Oct. 2020 Instructor of English****Given Courses:** Cambridge Exams (FCE), Conversation Lesson**Liceo Statale Augusto Monti**, via Maria Montessori 2 – Chieri (TO)[Education](#)**Nov. 2019 - May 2020 Instructor of English****Given Courses:** Cambridge Exams (PET, FCE), General English, Speaking Lessons**HiWay Language Center**, via Roma 131 - Pino Torinese (TO)[Education](#)**Nov. 2019 - May 2020 Instructor of English****Given Courses:** Cambridge Exams (PET)

Institute B. Vittone, via Maria Montessori 4/6 – Chieri (TO)

Education

Oct. 2015 – Oct. 2019

Instructor of English

Responsibilities include teaching English in all levels, taking part in several committees such as Testing, Speaking Center and Academic English Unit during the academic year.

Given Courses: General English in all levels, (ENG122) Academic English II

Cankaya University Preparatory School, Yukarıyurtçu, Eskişehir Yolu 29. Km, Mimar Sinan Caddesi No:4, 06790 Etimesgut/Ankara, Turkey

Education

Nov. 2014 - May 2015

English Language Teacher

As a part of the Syracuse University Program for Refugee Assistance (SUPRA), worked as a volunteer and taught English to adult learners.

Northside Learning Center, 808 N. McBride St. Syracuse, NY 13203, USA

Non-Governmental Organization and Education

Aug. 2014 - May 2015

Fulbright Foreign Language Teaching Assistant

Worked as a Primary Turkish Teacher at Syracuse University, Department of Languages, Literatures and Linguistics. Major responsibilities included teaching intermediate Turkish courses and preparing extra-curriculum activities about Turkish Culture and Turkish Language.

Syracuse University, 900 South Crouse Avenue, Syracuse, NY 13210, USA

Education

Sep. 2013 - May 2014

Instructor of English (part-time)

Gave TOEFL-IBT based courses (ING 001-002) which aims to make the students familiarize with the TOEFL-IBT exam structure and to develop their reading, listening, speaking and writing skills and 'Academic Writing' course(ING 003) which aims to teach the forms of writing such as CV, business letters, cover letters, formal letters, memorandum, e-mail and letters of intent; all of which are essential for success in business.

TOBB University of Economics & Technology Söğütözü Caddesi No:43, Söğütözü Ankara 06560 Turkey

Education

May 2014

Volunteer

Before the festival week helped with the translation of movie summaries for the festival pamphlets and booklets. Helped the team during the festival week by being in charge of stands and announcing directors and movies before the screenings.

Flying Broom International Women's Film Festival, Büyükelçi Sokağı No: 20/6 Kavaklıdere/Ankara TURKEY

Non-Governmental Organization Education

Jun. 2013 – Jun. 2014

English Language Teacher(part-time)

Taught English by focusing on the four main aspects language: reading, writing, listening and speaking. Responsible from the General English Classes for Adults.

Karacan Prestige English, Atatürk Bulvarı No: 135 Kat: 1 06640 Bakanlıklar/Ankara TURKEY

Education

Apr. 2012 – Feb. 2013

EVS (European Volunteer Service) Volunteer

Conducted 3-5 hour long workshops all over Sweden for high school students in order to sensitize them for topics such as tolerance, stereotypes and discrimination, culture, intercultural understanding. Planning a schedule, contacting the schools to book the workshops, arranging an accommodation during the tour and arranging the travel details and their logistics, managing the budget for different activities. Also responsible for organizing different volunteer activities that involved students from different countries that are currently part of the exchange programs offered by the organization. Apart from that, organizing events and trainings were the other responsibilities.

Youth For Understanding, Vikingagatan 45, 113 42 Stockholm, SWEDEN

Non-Governmental Organization

3 - 9 December 2012

Accompanying person

Responsible for the program of 2012 Right Livelihood Honorary Award (Alternative Nobel Prize) winner Hayrettin Karaca from Turkey. Arranging logistics and helping laureate and his guests during their stay in Stockholm.

Right Livelihood Award Foundation, Nutidhuset Hornsgatan 15, 5tr. 118 46 Stockholm, SWEDEN

[Non-Governmental Organization](#)

9 Aug. 2011 - 27 Feb. 2012

English Language Teacher

Taught English to different age groups. Working with young learners and adults. Preparing students for language proficiency exams (IELTS, TOEFL).

Turkish-American Association, Azerbaijan Cad. (3.Cad.) No: 35/3 Bahçelievler / Ankara, TURKEY

[Education](#)

Nov. 2010 – Jul. 2011

Comenius English Language Assistant

Due to the program held by the Turkish National Agency, worked as a language assistant in Ecole St Charles Primary School. Main activities related to assistantship are teaching English to age group 2 to 11, improving and enhancing the oral and communicative aspects of learning English, carrying out e-Twinning school project with an English School. Communicating using the internet (for example, by e-mail or video conferencing) to collaborate, share and learn from each other. Encouraging and developing ICT skills as the main activities inherently use information technology.

Ecole Saint Charles, Montee de l'eglis, 69390 Charly, FRANCE

[Education](#)

4 - 29 January 2010

Traineeship in the Turkish National Agency

Getting information about the programs and projects that can be realized in the European framework, having the chance to see and understand how government departments function in Turkey, and working as an office assistant and assisting to experts. The main tasks related to traineeship were translating some European Commission documents from English to Turkish, learning the actions that can be realized under the framework Grundtvig life learning program, attending the contact meetings held by National Agency and conducting to the participants, giving information about the projects and programs to the public interested in and other official tasks.

Turkish National Agency, Hüseyin Rahmi Sok. No:2 Çankaya, Ankara, TURKEY

[Governmental Institution](#)

1 - 31 Dec. 2009

EVS Volunteer

Worked in a social care centre with mentally and physically disabled people. Usual activities are assisting staff for preparation of certain activities which are organized for abiders. Furthermore, arranging free time activities for the people that come to the center to take part in games and helping to staff to organize workshops. Apart from these, organizing activities in special days for children of the small village.

Europejskie Forum Młodzieży, 57-500 Bystrzyca Kłodzka, POLAND

[Non-profit Organization](#)

Jun. 2008 – Sep. 2008

Amusement park personnel as part of “Work and Travel” program

Worked in various positions within the amusement park, such as operating rides, cashier, pool attendant, and interacting with children by assisting them with various activities. This work was related to a “Work and Travel” program.

Six Gun City Water Splash Park, Jefferson, New Hampshire, 03583, USA

[Amusement Park](#)

Apr. 2008 – Dec. 2008

Educational Counselor Assistant/Part-time

Worked part-time in the educational counseling business by assisting an educational counselor in the administrative tasks of offering international education opportunities to university students and financial support mechanisms.

Global Visions, Tunus Cad. 83/9, Kavaklıdere, Ankara, TURKEY

[Educational Counseling](#)

Feb. 2007 – Jun. 2009

Librarian Assistant

Worked as a part-time in the Supplying Department. Main tasks involved; cataloguing and registering books to the plant ledger.

Gazi University Library, Sađlama Birimi, Gazi üniversitesi Kampüsü, Teknik Okullar, Ankara, TURKEY

University Library

Jun. 2005 – Sep. 2005

Amusement park personnel as part of “Work and Travel” program

Worked in various positions within the amusement park, such as operating rides, cashier, pool attendant, and interacting with children by assisting them with various activities. This work was related to a “Work and Travel” program.

Hershey Park, 100 W. Hershey Park Drive, Hershey, PA 17033 USA

Amusement Park

EDUCATION AND TRAINING

- September 2019 -** M.A. / English and American Studies, University of Turin, Turin, Italy
- Sep. 2015 - X** M.S./ Gender and Women Studies, Middle East Technical University, Ankara, Turkey
Taken Courses: Art In Turkey: A Sociological Perspective, Issues In Women's Work And Employment, Images Of Women In Western Literature From Pre-Modern To Postmodern Era
- Aug. 2014 - May 2015** Non-degree graduate student in Languages, Literatures and Linguistics Department (Fulbright Scholarship), Syracuse University, Syracuse, USA
Taken Courses: Feminist Theory, French for Research Purposes, Conversation for ITA's, Bilingualism and Multiculturalism
- Sep. – Feb. 2013** M.S. / Gender and Women Studies (Special Student-Non-degree), Middle East Technical University, Ankara, Turkey
Taken courses: Contemporary Feminist Theory
- Sep. 2005 – Jun. 2009** M.A. / Human Rights (Special Student-Non-Degree), Ankara University, Ankara, Turkey
B.A. / English Language Teaching, Gazi University, Ankara, Turkey

PERSONAL SKILLS

Language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
French	A2	A2	A2	A2	A2
Italian	A2	A2	A2	A2	A2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

- Communication skills** Good ability to adapt to multicultural environments gained through the work experiences abroad. Good presentation skills.
- Job-related skills** Excellent team player, with result-oriented focus and adding value to the total result. Good at working in intercultural environments. Ability to work independently in a fast paced and at times stressful international environment.
- Computer skills** Competent with Microsoft Office™ tools

ADDITIONAL INFORMATION

Certificates	Certificate of The Congress of Foreign Language Education in Turkey held by Gazi University, Turkey.
Conferences	Certificate of European Union Project Education provided by METU University, Turkey.
Seminars	Certificate of Congress of Comparative Literature and Language Teaching held by CAFT-COMENIUS at Gazi University, Turkey
	Certificate of Young Guru Academy Leadership Conference, Turkey.
	Certificate of Youthpass for European Voluntary Service, Poland and Sweden
	Certificate of Traineeship in Turkish National Agency, Turkey
	Orange Dialogue for Peace sponsored by the Central New York chapter of the Fulbright Association, and the Slutzker Center for International Services in the Division of Students Affairs, NY, USA
	In-house ELT Seminar, Cankaya University, Turkey
	17 th INGED International Conference, Cankaya University, Turkey
Panel Member	Multicultural Students & Their Needs: The Value of Education, Syracuse, NY, USA
Projects	World's Colored Glasses EVS Project, Sweden
Honors and awards	Fulbright Foreign Language Teaching Assistant Scholarship by the United States Department of State Bureau of Educational and Cultural Affairs (ECA)
	Comenius Teaching Assistantship Grant by Turkish National Agency, European Commission

F.to Merve Dindar

Roma, 23.12.2021