

Merve DINDAR

WORK EXPERIENCES

October 2021 -**Tutor Esperto Linguistico**

Given Courses: General English B1, General English B2, LM23 Ingegneria Civile Magistrale Webinar, LM 32 Ingegneria Informatica Magistrale Webinar, LM 33 Ingegneria Industriale Magistrale Webinar, Ingegneria Informatica e dell'Automazione Webinar, LM 14 - Letteratura, Lingua e Cultura Italiana Webinar, L15 Scienze Del Turismo 2 Webinar, L24 Scienze E Tecniche Psicologiche Webinar, LM 51 Psicologia Webinar.

- Facilitating conversation webinars where students practice speaking English in a supportive group setting.
- Conducting oral examinations to assess students' speaking skills and language proficiency levels.
- Developing instructional materials to support language learning.
- Collaborating with colleagues to develop new curriculum materials and educational resources.

Università degli Studi eCampus, Via Isimbardi, 10 - 22060 Novedrate (CO)

Education

March 2021 -**Instructor of English**

Given Courses: English Language

Developing course materials and resources that integrated scientific topics and terminology into language learning activities.

Utilizing authentic scientific texts, and multimedia resources to enhance students' comprehension and vocabulary in scientific subjects.

Designing and administering language proficiency tests tailored to scientific disciplines, assessing students' language skills.

Implementing rubrics to evaluate the students' presentations.

Sapienza, Università di Roma, Facoltà di Scienza Matematiche, Fisiche e Naturali, Dipartimento di Biologia/ Dipartimento di Biotecnologie Agro-Alimentari e Industriali, Piazzale Aldo Moro 5 – Roma (RM)

Education

February 2021 - 2022**Instructor of English**

Given Courses: English Language

Created lesson plans that integrated listening, reading, and writing exercises to enhance overall language proficiency.

Sapienza, Università di Roma, Dipartimento di Informatica – Facoltà di Ingegneria dell'Informazione, Informatica e Statistica, Viaalaria 113, Roma (RM)

Education

Instructor of English

Given Courses: English Language

Created lesson plans that integrated listening, reading, and writing exercises to enhance overall language proficiency.

Sapienza, Università di Roma, Facoltà di Farmacia e Medicina, Dipartimento di Biologia e Biotecnologie Charles Darwin, Piazzale Aldo Moro 5 – Roma (RM)

Education

February 2021 - 2022

Instructor of English

Given Courses: Legal and General English

Taught to undergraduate and graduate students.

Designed and delivered courses such as Legal and General English. Created lesson plans that integrated listening, reading, and writing exercises to enhance overall language proficiency.

Utilized a variety of resources, including authentic materials, multimedia, and online platforms, to engage students in meaningful language practice.

Sapienza, Università di Roma, Facoltà di Giurisprudenza, Piazzale Aldo Moro 5 – Roma (RM)

Education

February 2021 - 2022

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)

Created lesson plans that integrated listening, reading, and writing exercises to enhance overall language proficiency.

Utilized a variety of resources, including authentic materials, multimedia, and online platforms, to engage students in meaningful language practice.

Education

October 2020 - 2022

Instructor of English

Given Courses: English Language, Scientific English

Sapienza, Università di Roma, Facoltà di Scienza Matematiche, Fisiche e Naturali, Dipartimento di Matematica

Taught general English courses and academic English courses to undergraduate and graduate students.

Designed and delivered courses such as Scientific English for graduate students. Created lesson plans that integrated listening, reading, and writing exercises to enhance overall language proficiency.

Utilized a variety of resources, including authentic materials, multimedia, and online platforms, to engage students in meaningful language practice.

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

Education

Nov. 2019 - Oct. 2020

Instructor of English

Given Courses: Cambridge Exams (FCE), Conversation Lesson

Prepared students for all exam components, including speaking, writing, listening, and reading.

Organized mock exams and provided personalized feedback to help students improve their performance. Implemented a variety of interactive teaching methods and utilized authentic materials to enhance exam preparation.

Designed and implemented interactive activities to promote active participation and improve students' speaking skills.

Liceo Statale Augusto Monti, via Maria Montessori 2 – Chieri (TO)

Education

Nov. 2019 - May 2020

Instructor of English

Given Courses: Cambridge Exams PET (Preliminary English Test), FCE (First Certificate in English), General English, Speaking Lessons

Prepared students for all exam components, including speaking, writing, listening, and reading. Organized mock exams and provided personalized feedback to help students improve their performance. Implemented a variety of interactive teaching methods and utilized authentic materials to enhance exam preparation.

Designed and implemented interactive activities to promote active participation and improve students' speaking skills.

HiWay Language Center, via Roma 131 - Pino Torinese (TO)

[Education](#)

Nov. 2019 - May 2020

Instructor of English

Given Courses: Cambridge Exams -PET (Preliminary English Test)

Prepared students for all exam components, including speaking, writing, listening, and reading. Organized mock exams and provided personalized feedback to help students improve their performance. Implemented a variety of interactive teaching methods and utilized authentic materials to enhance exam preparation.

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, Academic English Unit and Material Development Unit during the academic year. Actively participated in faculty meetings and professional development workshops to improve teaching strategies and student outcomes. Collaborated with faculty members to share resources and practices for effective language teaching and learning. Contributed to the development of the language curriculum.

As a part of a **testing committee**;

- Developed and implement evaluation and testing strategies to assess students' English language proficiency.
- Designed and administered formative and summative assessments to measure students' progress.
- Created and customized assessment tools, such as rubrics, scoring guides, and test materials.
- Collaborated with colleagues to review and improve assessment practices within the department.
- Conducted standardized proficiency tests and provide accurate and reliable scores.
- Implemented innovative approaches to assessment, such as project-based assessments or online platforms, enhancing students' engagement and performance.
- Created a portfolio of assessment materials for different proficiency levels.

Given Courses: General English in all CEFR 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](#)

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, Azerbaycan 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'eglise, 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 Klodzka, 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, Sağlamba 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
 Taken Courses: Approaches to Language Teaching, English Language, Academic English, English Literature, North American History and Institutions, North-American Literature, Italian Literature, Film and Multimedia.
- 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 Attendance, “Panel 1: Dictionaries and the decolonization of English” Oxford World English Symposium, 12-13 April 2022
Conferences	Certificate of Attendance, “Panel 2: Language corpora and research resources” Oxford World English Symposium, 12-13 April 2022
Seminars	Certificate of Attendance, “Panel 3: Dictionaries, World Englishes, and ELT” Oxford World English Symposium, 12-13 April 2022
	Certificate of Attendance, “Panel 4: Spectrum of variation in English” Oxford World English Symposium, 12-13 April 2022
	Certificate of Attendance, “Parallel Session 1: Introduction to World Englishes in the OED” Oxford World English Symposium, 12-13 April 2022
	Certificate of Attendance, “Parallel Session 4: Translingual Words and Social Media” Oxford World English Symposium, 12-13 April 2022
	Certificate of Attendance, “Get ready for LanguageCert International ESOL B2: Practical tips” 16 February 2022
	Certificate of Attendance, “Webinar Teachers as coaches: Energizing students’ performance and growth” by ... Editoriale ELi, 24 November 2021
	Certificate of Attendance, “Global Citizens in the ELT Classroom: Educating responsible students for tomorrow” by LanguageCert, 10 November 2021
	Certificate of Attendance, “Empowering teachers in the brave new digital world of English Language Teaching” . PeopleCert, 10 October 2021
	Certificate of The Congress of Foreign Language Education in Turkey held by Gazi University, Turkey.
	Certificate of European Union Project Education provided by METU University, Turkey.
	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
Dati personali	Autorizzo il trattamento dei miei dati personali ai sensi del Decreto Legislativo 30 giugno 2003, n. 196 “Codice in materia di protezione dei dati personali”.

La sottoscritta dichiara di essere consapevole che il presente *curriculum vitae* sarà pubblicato sul sito istituzionale dell’Ateneo, nella Sezione “Amministrazione trasparente”, nelle modalità e per la durata prevista dal d.lgs. n. 33/2013, art. 15.

10.01.2024

f.to Merve Dindar