

Ferhat Yilmaz

- CELTA CERTIFICATE
- BA and MA in English Language Teaching
- PhD Candidate in Educational Management Program
- IELTS ACADEMIC SCORE: 7.5
- Finalist in 2016 for contribution to School Life in American College of the Middle East, Kuwait



Objective

To apply for the open ESL Teaching position

a. Contact Information

e-mail: ferhat.yilmaz@hku.edu.tr

b. Status

Nationality: Turkish - 1976

Marital status: Single

Driving License: 1996 Turkish, Latvia, Kuwait Licenses

c. Education

- CELTA Certificate from International House in Izmir, TURKEY
- PhD Candidate: University of Latvia
Faculty of Education, Psychology, and Art,
Educational Management Program
- MA: Selcuk University, Konya (2007)
Institute of social Sciences, English Language
and Literature
- BA: Gazi University, Ankara, Turkey (1999)
Faculty of Education, Department of English
Language Teaching

d. Computer Skills

- All Microsoft Office Programs
- Moodle
- Turn-It-In
- Pearson and Cambridge software programs for language teaching

e. Previous Position

Current Job: Freelance

Preferred location: LATVIA

Date Available: Immediately Available

Profile

- Twenty (20) years' experience in ESL teaching in national and multinational institutes and universities.
- Experienced in teaching Lower-Secondary, Upper-Secondary, A-Level (IB) school international students.
- Experienced in Following and training teacher in the implementation of International Baccalaureate Principles
- Experienced in preparing students for A-Level exams
- Experienced in preparing students General Certificate for Secondary Education
- Experienced in teaching academic / non-academic language courses in Latvia, Kuwait and Turkey
- Experience as Coordinator of Testing and Material Development Unit of Prep Programmes in Selçuk University

- Experience as Vice Director and Co-Founder of School of Foreign Language in Kahramanmaras Sutcu Imam University
- Following student-centered approach
- Experienced in teacher training, testing and teaching material production
- Thrive in a multi-cultural environment, team oriented, self-motivated, fast learner, hardworking character with attention to details and organizational skills.

Work Experience (2019 - 1999)

Institute of Public Administration, Riyadh, Saudi Arabia

The Institute of Public Administration was founded by the instrument of Royal Decree no. 93 of 10.4.1961, as a body-corporate, autonomous government agency. The purpose of its establishment was to increase the efficiency of public employees and educate them, so as to make them capable of shouldering their responsibilities and use their jurisdiction in a manner that would raise the level of administration and support the foundation of national economic development. In addition, the IPA contributes to the administrative organization of government departments, offers consultations on administrative problems referred to it by government ministries and agencies, undertakes administrative research works, and enhances cultural ties in the field of public administration.

Major Activities IPA activities fall into four main categories:

1. In-service and pre-service training
2. Consultations
3. Administrative research
4. Administrative documentation

My Role

My role in this institution was to teach English to learners from various age groups and educational backgrounds. We as teachers were supposed to comply with the needs of curriculum and teach four basic skills in different classes.

Rigas 28 Secondary School, LATVIA

About the company:

Rigas28 Secondary School has been serving to the Ministry of Education of Latvia. In this school there are students whose parents are multi-national. Although we were following national curriculum, I was preparing students for different types of curriculum needs.

My Role:

My role during this position is to teach English from 6th Grades to 10th Grades

CT Group Private Language School, Latvia

English Language Instructor Sept 2016 – Present)

About the company:

CT Group Private Language School: Communication Teachers Group (CTGroup) combines language specialists and more than 10 years' experience to bring the fastest and most efficient way to learn a new language or to consolidate and improve knowledge. Their high quality is guaranteed by our experience, and our efficiency is guaranteed by our method and teachers.

My Role:

- Preparing teenage students for A-Level exams. I even study subjects like Maths, Science or Geography with them if they need to understand a topic clearly.
- Teaching in individual classes, group classes, and company classes. (Ages range from children to adults)
- Followed Communicative Method for teaching
- Teaching Turkish to Adults

American College of the Middle East (ACM), Kuwait - www.aum.edu.kw --&-- www.acm.edu.kw

English Language Instructor (Sept 2013 – Aug 2016)

About the company:

AMERICAN COLLEGE OF THE MIDDLE EAST: A Kuwaiti Holding's subsidiary; with AUM, sharing the biggest campus area in Kuwait as amongst private higher education entities. The university and the college have affiliation with Purdue University / USA and the affiliation includes areas related to curriculum development, academic and administrative systems, quality assurance, observance of accreditation standards, and other related areas.

Department's Description: The Pre-College Program is an intensive English as a Second Language program for students who are working to meet the English proficiency requirements for admission to the American College of the Middle East (ACM). It offers a rigorous series of courses in listening, speaking, reading, and writing English, with an emphasis on academic writing and preparation for the ACM admission examinations. The program features small classes (no more than 20 students), student-centered learning, and individualized instruction.

My Role:

- Held English Language Instructor position for 3 years
- Worked as a member of Best Buddy program which aims at helping the new joiner teachers in their adaptation process
- Worked as trainer of the new joiner teachers in terms of classroom management, use of technology and Moodle
- Reviewing and improving the teaching materials, adapting to current skill sets of students
- Identifying the training needs, helping to develop skills for students who need additional support
- Preparing reports and presentations for head of department

Kahramanmaraş Sütçü İmam University (KSU), Turkey

English Language Instructor (Sept 2005 – Aug 2013)

About the University:

Kahramanmaraş Sütçü İmam University (KSU) is a public university founded in 1992 in Kahramanmaraş, Turkey. The university carries out its academic activities in the campus located in the Avsar Campus, Bahcelievler, Karacasu, The Faculty of Medicine and Aksu campuses. There are totally 170 departments and programs in the university; 45 departments including the second education programs in 10 faculties and 12 in higher vocational schools, 93 programs in higher vocational schools, 17 departments in the Institute of Natural Sciences, 9 departments in the Institute of Social Sciences, 6 departments subordinated to the Rectorate.

Department's Description: School of Foreign Languages

My Role:

- Held English Language Instructor position for 8 years
- Acted as Vice Director and Co-founder of School of Foreign Languages in the university
- Worked as the English Instructor for the Faculty of Medicine for two years. Prepared their curriculum according to the needs of Medical Faculty. Taught basic functions of organs and Anatomical features of human body.
- Reviewing and improving the teaching methodologies and materials in addition to adapting curriculum for the university
- Preparing reports and presentations for head of department
- Teaching Turkish to international students

American Cultural Association Language School, Turkey

Coordinator and Educational Counselor (Sept 2006 – Aug 2013)

About the Company:

American Cultural Association Language Schools are known for quality education for language learning in Turkey. Having over 70 branches in Turkey, they also provide support for education abroad.

My Role:

- Teaching English to students whose age group was ranging from 9 to 17.
- Preparing some students for GRE exams
- Coordinator and Educational Counselor position for 7 years
- Coordinated teachers and class schedules
- Provided counselling for teachers and students
- Teaching Turkish if there was a customer

Selcuk University, Turkey

English Language Instructor (Sept 2004 – Aug 2005)

Department: School of Foreign Languages

My Role:

- Held English Language Instructor position for 1 year
- Acted as Coordinator of Testing and Material Development Unit of Prep Programmes in the university
- Reviewing and improving the teaching materials
- Preparing reports and presentations for head of department

**Erciyes University,
Nevşehir Tourism Business and Hotel Management College, Turkey
English Language Instructor (Sept 1999 – Aug 2000)**

Department: English Language Department

My Role:

- Held English Language Instructor position for 1 year
- Reviewing and improving the teaching materials
- Preparing reports for head of department

Presentations and Publications

- Scholarships as Equity and Quality in Higher Educational Institutions, September 2016 ENIRDELM International Conference
- An Institutional Perspective into Professional Development of English Teachers: A Case of Schools OF Foreign Languages, Globelt, 2016, Elsevier Journal.
- Competency Levels of Preschool Children in the Use of Adjectives and Adverbs Throughout the First Language Acquisition Process; 6th International Congress of Teaching of Turkish, Niğde University, 2013
- Poster Presentation in 4th ELT Students' Conference, Çukurova University, 2013

Interests

- Professional tourist guide in Cappadocia region, 2000 - 2005
- Participating in professional development activities, and working on and organizing these
- Using computer for preparing materials for my students
- Travelling and going trekking in mountains