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Languages: English (first language) & Japanese



PROFILE

A passionate educator whose every effort – be it in curriculum development, teacher-training, project management or research – is directed at creating and maintaining a higher quality experience for all learners.

CURRICULUM DEVELOPMENT EXPERIENCE¹

English for Specific Purposes:

Researching & Writing an Academic Essay (Academic Literacies III) *Macquarie University International College*
Research Skills, *Swissam Hospitality College, Russia*
English for Higher Education, *Swissam Hospitality College, Russia*
English for Production Supervisors, *Ecco Shoe Company & EIU Language Center, Vietnam*
Written & Spoken Communications for Office Staff, *DSM & EIU Language Center, Vietnam**
English for Corporations, *VSIP & EIU Language Center, Vietnam**
Business English Program: Intermediate Sales Module. *Australian Centre for Education, Cambodia*
English for Report Writing [Undergraduate Research & Writing], *University of Bahrain*
Business English I, *University of Bahrain*
English for the Graduate Diploma in Primary Education, *Qatar University/Texas A & M*
English for Engineering Professionals, *Sharjah Men's College*
EAP Business Preparation Program: Business, Accounting & Finance Streams, * *Macquarie University*
Entry Level EAP, *Sydney Institute of Business & Technology*
Real Life Negotiation for Business & University, *Universal Education Centre*
Advanced Business English, *Australian College of English*
University Transition, *Deakin University English Language Centre*
Study Tours (for adults and children)* *Sydney English Language Centre*
Independent Learning Materials, *Macquarie University*

Tertiary Education:

Curriculum & Syllabus Design for English Language Teachers, Master of Education, *BUID, Univ. of Birmingham*
Introduction to Sociolinguistics [English in Society]*, Master of Education, *BUID, Univ. of Birmingham*
Language Teaching Methodology, Master in TESOL, Applied Linguistics, *University of NSW*
Negotiating Transnational Agreements*, Bachelor of Arts (International Studies), *RMIT University*

Teacher-Training & Professional Development:

Certificate in Oracy Development in English Language Learning: Primary * *Ministry of Education, Malaysia*
Certificate in Literacy Development in English Language Learning: Primary * *Ministry of Education, Malaysia*
RELtnote: 10-Day Classroom Practice National Training Program for uncertified, English language, Y1-3 in-service teachers, *Ministry of Education, Malaysia*
RELtmax: 10-Day Classroom Practice & School-Based Assessment National Training Program for English language Subject Coordinators (Primary School), *Ministry of Education, Malaysia*
RELttrain: Manage, Mentor, Support, Train: 3-Day National PD Program for Primary School English Language Coordinators, *Ministry of Education, Malaysia*
Secondary Literature: Drama & Short Story Components: *Ministry of Education, Malaysia*
Language Teaching Methodology, Master in Applied Linguistics/Master in TESOL, *University of NSW*
Curriculum & Syllabus Design for English Language Teachers, Master of Education, *BUID, Univ. of Birmingham*
Content-based English language program on teaching methodologies designed for Chinese English & Science high-school teachers. *Victoria University, Melbourne*
Curriculum & Syllabus Design for English Language Teachers, Master of Education, *BUID, Univ. of Birmingham*
Materials for the Australian government accredited Certificate IV in TESOL, *Viva College, Brisbane*

English as a Second/Foreign Language:

General English Program: 5 Proficiency Levels*, *Deakin University English Language Centre*
Pronunciation Clinic, English through Drama, English through Song, *Universal Education Centre*

Business Seminars & Training:*

Included: Call Centre Management - Activity Based Management - Implementing Frame Relay Networks
Share Holder Value - Selling GSM - Negotiating Joint Ventures in Biotechnology - Managing your Research & Development - Approaches to Managing Waste Water - Successful EIS Systems

¹* I taught all courses, except those marked with an asterisk.

TEACHER TRAINING & PROFESSIONAL DEVELOPMENT EXPERIENCE

Ministry of Education, Malaysia, Consultant Led teams of lecturers in the development, delivery and evaluation of primary and secondary in-service teacher-training programs rolled out nationally. Designed and delivered lecturer professional development programs on curriculum development, phonology, andragogy, task-based learning & school-based assessment. Oversaw development and design of website for Malaysian Primary School teachers and accompanying Facebook Learning Community. Conducted classroom-based research into teacher PD needs. Conducted research into lecturer attitudes towards curriculum change and implementation, teaching & learning.	1/11 – 9/12
Syllabus Design, Master in Education, British University in Dubai/University of Birmingham 36 hour intensive summer semester course: Practical guidelines for the development of syllabi and materials & the understandings of language and learning which inform them.	5/10-6/10
Language Teaching Methodology, Master in Applied Linguistics, UNSW, Australia Developed & delivered a semester-long program of workshops investigating debates around learning, language & teaching. Students: Australian, European, Asian & Arab.	2/01-7/01
Academic English for the Graduate Diploma in Primary Education Qatar University /Texas A & M University Developed & delivered a semester-long post-graduate literacy & classroom language for mature-aged students retraining as Primary School teachers (English, Mathematics, Science streams).	2007-2008
Certificate IV in TESOL Viva College, Brisbane, Australia Developed materials for & taught an Australian government-accredited ESL teacher-training course incorporating theory and practice. Korean & Japanese students.	7/06-8/06
TESOL Professional Development Workshops: Managing 'Error' in the Classroom, <i>British Book Centre, State Library, Russia</i> Teaching – Not Testing! – Reading [Webinar] <i>Form Training, Teacher PD, Russia</i> Making the Reading Textbook Work, <i>Institute of Public Administration, Teacher PD, Saudi Arabia</i> Reading Academic Journal Articles, <i>ELTC, Ministry of Education Malaysia</i> Principles of Andragogy & Curriculum Development, <i>ELTC, Ministry of Education Malaysia</i> Competency-Based Teaching & Assessment, <i>ELTC, Ministry of Education Malaysia</i> Transitioning from Teacher to Lecturer, <i>ELT Heads of Teacher-Training Colleges, MoE, Malaysia</i> Reading Rethink: What ARE reading skills? <i>ELTC, Ministry of Education Malaysia</i> Text- & Task-Based Teaching & Materials Development, <i>ELTC, Ministry of Education Malaysia</i> Speech Writing: Persuading your audience. <i>ELTC, Ministry of Education Malaysia</i> Blogging not Photocopying, <i>ELTC, Ministry of Education Malaysia</i> Phonology for ELT Professionals: Fun with Sound, <i>ELTC, Ministry of Education Malaysia</i> Chant: Put your Feet into the Beat, <i>ELTC, Ministry of Education Malaysia</i> Designing Tasks that Engage Students in Qatar, <i>TESOL Arabia Conference Workshop</i> Towards a Usable Essay Writing Model, <i>Qatar University Teacher PD Workshop</i> Academic Reading Skills: From Theory to Classroom, <i>Embassy CES Teacher PD Workshop</i>	11/17 11/17 1/17 3/12 2/12 11/11 10/11 6/11 6/11 5/11 4/11 4/11 3/11 3/09 1/08 7/03

BUSINESS EXPERIENCE: Includes Corporate Training Design

IIR Conferences, General Manager, Training & Seminars Restructured the organisation's training division (products, trainers, marketing) quadrupling sales in 2 months, via extensive interview research, the development of new programs and their accompanying direct mail marketing campaigns, and reengineering the sales, tendering and proposal process.	7/96-2/97
Tower Technology, Account Manager Advised on restructure of client communication channels, addressed client grievances on a project by project basis, conducted presentations, demonstrations and client training.	4/94-10/94
AIC Conferences/Euromoney, General Manager, Sales & Conference Producer Established a training sales division in Asia, developed training & conference programs, and wrote the advertising [direct mail & brochures] for them. I was also responsible for sourcing speakers and workshop leaders, and selling sponsorship and exhibition space.	10/91-9/93 4/97-9/97
IBM Australia, Mid-Range Sales Representative I worked with contractors and clients on mid-range and PC sales.	2/90-9/91

TEACHING EXPERIENCE: Chronological Listing

Koç University , Instructor, ELC Face to face and online Academic Literacy (reading, writing, research, listening) for Foundation level university students.	9/21 - now
Talaera , Online Professional English Coach Online workplace communications coaching for corporates in the high-tech sector (Google, Amazon Web Services, Microsoft), both written (proposals, emails, corporate chat, performance evaluations) and spoken (negotiations, presentations, meetings).	11/20 - now
Macquarie University International College , Teacher & Curriculum Developer Wrote a 60-hour academic literacy program for domestic and international students. Taught between 10-20 hours per week. Developed concept for restructure of Foundation Academic Literacies program.	11/19 – 2/20
Form Training , <i>Trainer, Tutor, Coach</i> Academic Literacy & IELTS Preparation classes and coaching for Year 2 & 3 college students preparing for Year 4 study in Switzerland. One on one English language classes for lawyers. Ad hoc workshops for teachers, corporate classes and an artist.	7/19 – 11/19 10/17-1/18
EIU Language Center , <i>Senior Teacher for Curriculum/Business Development Manager</i> Developed 7 proficiency-level bespoke English language program proposal for use with corporate clients. Developed training packages for 3 new corporate clients, all of whom then purchased additional training. Developed and taught English language training for production supervisors in the (Danish) Ecco Shoe Company.	9/18 – 5/19
University of Glasgow, UK , <i>Lecturer, EAP Pre-Sessional Summer Contract/Working Holiday</i> Taught Pre-Master's students on the Academic Bridging Program: Research Project, Academic Literacy.	6/17 – 8/17
Institute of Public Administration, Saudi Arabia , <i>Teacher/Materials Developer</i> Taught pre-entry level Reading & Listening. Developed materials for online delivery (reading/listening).	8/16 – 6/17
University of Melbourne: Hawthorn Institute, Australia , <i>EAP Teacher, Pre-Sessional Program (Masters)</i> Taught Pre-Master's students on the Academic Bridging Program: Composition, Critical Thinking/Reading.	11/15 – 2/16
Australian Centre for Education, Cambodia , <i>Curriculum Developer</i> Developed a 10-week program in workplace communication/business English at Intermediate for use by internal students and external clients, including assessment. Wrote the concept design for this program's extension across 2 years at Intermediate and Upper Intermediate. Taught Business English.	3/15 – 6/15
University of Bahrain , <i>Assistant Professor, Dept English Language & Literature</i> As Head of the Academic Planning, Learning & Teaching Committee: Responsibility for test design & evaluation, syllabus design, pedagogical materials provision and quality assurance. Coordinated 1 undergraduate research and 1 entry level business course. Lectured in business communication and academic literacy (both credit courses). Supervised business-related undergraduate research projects (50-80 students per semester).	2/13 – 1/15
Ministry of Education, Malaysia , <i>Consultant</i> Led teams of lecturers in the development, delivery and evaluation of primary and secondary in-service teacher-training programs rolled out nationally. Designed and delivered lecturer professional development programs on curriculum development, phonology, andragogy, task-based learning & school-based assessment. Developed presentations to gain Director-General approval for new curricula. Oversaw development and design of website for Malaysian Primary School teachers.	1/11 – 8/12
Al Akhawayn University, Morocco , <i>Assistant Professor, Centre for Academic Development</i> Taught Critical Thinking, Information Literacy, Study Skills & University Transition at this Liberal Arts University: Teaching & materials design.	8/10 – 1/11
British University in Dubai , <i>Assistant Professor, Faculty of Education, University of Birmingham</i> Wrote and delivered an M Ed course in Syllabus & Materials design. Wrote an introductory course in sociolinguistics for the M. Ed. course. Primary supervisor for 7 M Ed students.	4/10-7/10
University of Technology in Sydney , <i>Faculty, Study Skills Centre</i> Delivered credit courses in communication and Academic Literacy for the Master of Professional Accountancy & Bachelor of Engineering, and a workshop for students embarking on their Honours year in Finance.	2/10-3/10
Qatar University , <i>Faculty</i> Developed & delivered a semester-long post-graduate literacy & classroom language for mature-aged students retraining as Primary School teachers (English, Mathematics, Science streams). Established a Japanese Club in conjunction with the Japanese Embassy gaining much positive media exposure for QU in the process. Taught EAP.	9/06–8/09
Viva College , <i>Teacher-Trainer (Northern Hemisphere Summer Position)</i> Developed materials for & taught an Australian government-accredited ESL teacher-training course incorporating theory and practice. Korean & Japanese students	7/06-8/06
Higher Colleges of Technology, Sharjah Men's College, UAE , <i>English Faculty</i> Taught, and in collaboration with content faculty, developed curriculum and materials for EAP for Engineering, EAP for Business. English for Work & Work Placement, IELTS Preparation, PET Preparation, and Phonology.	8/05-6/06

Victoria University English Language Institute, Faculty Taught a teaching methodologies program for Chinese English & Science high-school teachers. Taught EAP to students from 12 different cultures.	07/04-6/05
Deakin University English Language Institute, Language Program Coordinator Hired teachers. Undertook timetabling. Student & Teacher Counselling. Responsible for the documentation of 5 Academic English programs for accreditation purposes. Wrote a 100 week General English program (5 prof. levels).	10/03-3/04
Melbourne University Private, Faculty Taught Academic English & IELTS Preparation. Developed IELTS self-study materials.	7/03-10/03
Macquarie University, NCELTR, Teacher & Materials Developer Taught and developed materials for Academic English Programs, Business, Finance, & Accounting streams. Developed an Academic English Entry Level Program for Sydney Institute of Business & Technology.	08/01-1/03
University of New South Wales, Adjunct Professor, Masters in TESOL/Applied Linguistics Developed & delivered a semester-long program of workshops investigating debates around learning, language & teaching for the Master of Applied Linguistics/TESOL. Students: Australian, Asian, European & Arab.	2/01-7/01
Universal Education Centre, TESOL Teacher Taught General English. 6 Proficiency Levels. Specialist classes: English through Drama & Song, Pronunciation Clinic, Study Tours. Designed tests. Developed materials for the Independent Study Centre	4/99-11/00
Wesley Institute for Language & Commerce, Head of Language Established a new school. Developed syllabus, assessment & certification procedures. Bought resources, employed and managed teachers, counselled students (Indonesians fleeing riots).	3/99-4/99
Australian College of English, Business English Teacher Developed & delivered an Advanced Business English program. Responsible for computer facilities.	10/98-2/99
Nichibei Koryu Gakuin & Keihanshin Prime Academy, Japan, EFL Teacher	5/86-11/87
My Own English Conversation School, Japan, EFL Teacher 70 students aged between 4 & 65 took small-group classes in rural Japan	4/85-5/86

EDUCATION

Doctorate of Philosophy , University of New South Wales, Australia [Current University World Rank = 67] Scholarship: Australian Post-Graduate Award	2004
Dissertation topic: How can teachers best enable adult English language learners to interact verbally? This classroom-based study used quantitative, qualitative, and discourse analysis methods to investigate adult learning, teaching, curriculum design, intercultural communication in the workplace and approaches to conflict resolution.	
Post Graduate Diploma in TESOL , RMIT University, Melbourne Included a 22-day Adult Learner Teaching Practicum. Grades: all High Distinction + 1 Distinction	1998
Cambridge RSA CELTA Certificate , Latrobe University, Melbourne, Australia A Grade Pass.	1998
Testing & Assessment , Qatar University, Lecturer: Dr J. Fox, Carleton University, Canada Week-long intensive program on test construction and evaluation.	2008
Bachelor of Arts , University of Sydney Major: Japanese Language. Grades: 4 x High Distinction, 4 x Distinction, 1 x Credit	1990

REFERENCES

Dr Colin Barron
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