



Personal information

First names / Surnames **Maria Eleni (Marilena) Konstantinou Nomikou**

Desired employment **English Teacher**

Work experience

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| Dates | May 2017– June 2018 |
| Occupation or position held | English Teacher |
| Main activities and responsibilities | Preparing adult university students for the ECPE exam and the IELTS exam |
| Name of employer | Athens University of Economics and Business (Athens, Greece) |
| Type of establishment | University |
| Dates | July 2017–August 2017 |
| Occupation or position held | Assistant Lecturer (pre-sessional EAP) |
| Main activities and responsibilities | Teaching EAP (Academic Writing, Academic Reading, Academic Listening and Speaking, and Projects) to two groups of international adult students, delivering tutorials, assessing the students' performance, and giving students oral and written feedback |
| Name of employer | University of Kent (Canterbury, UK) |
| Type of establishment | University |
| Dates | October 2016–May 2017 |
| Occupation or position held | English Teacher |
| Main activities and responsibilities | Preparing adult and teenage students for the CPE exam and the ECPE exam |
| Name of employer | Polyglossos (Athens, Greece) |

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| Type of establishment | Language School |
| Dates | July 2016–August 2016 |
| Occupation or position held | Assistant Lecturer (pre-sessional EAP) |
| Main activities and responsibilities | Teaching EAP (Academic Writing, Academic Reading, Academic Listening and Speaking, and Projects) to two groups of international adult students, delivering tutorials, assessing the students' performance, and giving students oral and written feedback |
| Name of employer | University of Kent (Canterbury, UK) |
| Type of establishment | University |
| Dates | September 2015–June 2016 (Coordinator: October 2015–June 2016) |
| Occupation or position held | English Teacher and Coordinator |
| Main activities and responsibilities | Teaching groups of adult students preparing for the Academic module of the IELTS exam (IELTS Premier Plus course), tutoring individual adult students preparing for the Academic module of the IELTS exam, doing IELTS interviews (mock speaking tests), tutoring individual students preparing for the CPE exam, teaching groups of young learners, teaching at the British Council Summer School in Athens (June 2016), conducting placement testing, and carrying out coordination duties (e.g. preparing semester planners, and designing mid-year and end-of-year exams) |
| Name of employer | British Council Greece (Athens, Greece) |
| Type of establishment | International Educational Organisation |
| Dates | July 2015–September 2015 |
| Occupation or position held | Associate Lecturer (pre-sessional EAP) |
| Main activities and responsibilities | Teaching EAP (Level 3 Academic Writing, Academic Reading, Academic Listening and Speaking, and Research) to a group of international adult students, delivering tutorials, assessing the students' performance, giving students oral and written feedback, being the students' academic adviser, and giving a lecture on how reading literature can help students to improve their English skills |
| Name of employer | Oxford Brookes University (Oxford, UK) |
| Type of establishment | University |
| Dates | September 2014–June 2015 |
| Occupation or position held | English Teacher |
| Main activities and responsibilities | Tutoring individual adult students preparing for the Academic module or the General Training module of the IELTS exam, doing IELTS interviews (mock speaking tests), tutoring individual adult students interested in ESP (Business English and English for Law), teaching groups of young learners, teaching at the British Council Summer School in Athens (June 2015), and conducting placement testing |
| Name of employer | British Council Greece (Athens, Greece) |
| Type of establishment | International Educational Organisation |
| Dates | September 2013–August 2014 |
| Occupation or position held | Lectrice d'Anglais (in-sessional ESAP) |
| Main activities and responsibilities | Teaching ESAP to adult university students studying Law, and Economics and Marketing, developing the entire course material, assessing students orally, and designing and marking exams |
| Name of employer | Université de Pau et des Pays de l'Adour (Bayonne, France) |
| Type of establishment | University |
| Dates | September 2012–May 2013 |
| Occupation or position held | Assistante Comenius d'Anglais (Comenius Teaching Assistant) |

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| Main activities and responsibilities | Assisting English teachers in the classroom, tutoring adult and teenage students with learning difficulties individually or in small groups, tutoring students with strong English language skills (EURO section students) and preparing them for their work placement in the UK, preparing course material and PowerPoint presentations for the English classes, assisting teachers in student assessment, and planning and running a weekly Greek language workshop |
| Name of employer | Lycée Professionnel Jean Moulin (Béziers, France) |
| Type of establishment | Vocational High-school |
| Dates | April 2012–June 2012 |
| Occupation or position held | English Teacher (in-sessional ESP) |
| Main activities and responsibilities | Teaching technical English to adult students training to become sound engineers, developing the entire course material, and designing and marking exams |
| Name of employer | IEK Chaidariou (Athens, Greece) |
| Type of establishment | Post-secondary Institute of Vocational Training |
| Dates | February 2012–June 2012 |
| Occupation or position held | English Teacher (in-sessional ESP) |
| Main activities and responsibilities | Teaching technical English to adult students training to become elevator engineers, developing the entire course material, and designing and marking exams |
| Name of employer | IEK Egaleo (Athens, Greece) |
| Type of establishment | Post-secondary Institute of Vocational Training |
| Dates | February 2012–June 2012 |
| Occupation or position held | English Teacher (in-sessional ESP) |
| Main activities and responsibilities | Teaching technical English to adult students training to become car engineers, developing the entire course material, and designing and marking exams |
| Name of employer | IEK Agiou Dimitriou (Athens, Greece) |
| Type of establishment | Post-secondary Institute of Vocational Training |

Professional Training

Certificates

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| Title of qualification awarded | Teaching Young Learners Extension Certificate (TYLEC) , awarded by Trinity College London, Strong Pass |
| Dates | February 2015–October 2015 (qualification awarded in December 2015) |
| Principal subjects/occupational skills covered | Teaching English to Young Learners |
| Name of organisation providing training | British Council (Athens, Greece) |
| Title of qualification awarded | Certificate in Teaching English to Speakers of Other Languages (CELTA) , awarded by the University of Cambridge Pass B |
| Dates | July 2013 (qualification awarded in August 2013) |
| Principal subjects/occupational skills covered | Teaching English to Speakers of Other Languages |
| Name of organisation providing training | CLIE, University College London (UCL) (London, UK) |

Training Courses

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| Title of course | Understanding IELTS: Techniques for English Language Tests (on-line course) |
| Dates | April 2016–June 2016 |
| Principal subjects/occupational skills covered | Preparation for the IELTS test |
| Name of organisation providing training | British Council (www.futurelearn.com) |
| Title of course | Managing Teaching Excellence (face-to-face course) |
| Dates | November 2015 |
| Principal subjects/occupational skills covered | Approaches for delivering high quality English teaching, line management, and British Council developments in Europe |
| Name of organisation providing training | British Council (Warsaw, Poland) |

Education

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| Title of qualification awarded | MA in English Literature Pass 61,25/100 |
| Dates | September 2009–September 2010 |
| Principal subjects/occupational skills covered | Victorian Literature and Shakespeare |
| Name of organisation providing education | Royal Holloway, University of London (RHUL) (Egham, UK) |
| Title of qualification awarded | Ptychion in English Language and Linguistics (BA Degree equivalent, including a teaching component), major in Literature and Culture Very Good 6,95/10 (equivalent to Upper Second Class Honours 2:1) |
| Dates | September 2004–September 2008 |
| Principal subjects/occupational skills covered | English and American Literature and Poetry, Literary Theory and Criticism, Academic Discourse, Theoretical and Applied Linguistics, English Phonetics, English Language Teaching Methods, Pedagogics, Translation, and Intercultural Communication |
| Name of organisation providing education | National and Kapodistrian University of Athens (Athens, Greece) |
| Title of qualification awarded | High School Diploma (theoretical pathway), major in Ancient Greek, Latin, and History (equivalent to A Levels) Very Good 17,3/20 |
| Dates | September 2001–June 2004 |
| Principal subjects/occupational skills covered | Ancient Greek, Latin, and History |
| Name of organisation providing education | Proto Eniaio Lykeio Syrou High School (Syros, Greece) |

Teaching Licences

UK Qualified Teacher Status (QTS), awarded by the National College for Teaching and Leadership

Greece Teaching Licence, awarded by the Ministry of Education

Languages

Mother tongue Greek

Other languages English (near-native level)

French (C1 level)

German (B2 level)

IT Skills

International Diploma in IT Skills Standard, awarded by the University of Cambridge

Competence using IT for teaching and administrative purposes

Experience of working within a Virtual Learning Environment (Moodle) and using Turnitin