

## BELKIS KILINÇ SADAK

### EDUCATION

ITI, Istanbul

**DELTA Diploma**

**Module 1-Merit, Module 2-Pass, Module 3-Merit**

**12.2015-08.2017**

Istanbul University, Istanbul

**English Language Teaching Certificate**

**2005-2006**

Istanbul University, Istanbul

**MBA, Faculty of Economics**

**2003-2005**

Completed Coursework

Beykent University, Istanbul

**B.A. in English Language and Literature**

**1998-2002**

**Minor in Business Administration**

**2000-2002**

Edremit High School, Balıkesir

**1995-1998**

Mehmet Akif Ersoy Secondary School, Balıkesir

**1994-1995**

Scheffold Gymnasium, Schwabisch Gmünd, Germany

**1992-1994**

Rauchbeinschule Primary School, Schwabisch Gmünd, Germany

**1988-1992**

### TEACHING EXPERIENCE

**Kadir Has University Prep-School, English Language Instructor, Istanbul**

**2007- Present**

Teaching reading, writing, speaking and listening at all levels for both general and academic English.

**English Prep Program Coordinator & FL Vice Chair**

**04/2019- Present**

**Continuous Professional Development Unit Member**

**08/2016 – 04/2019**

Establishing the CPD unit, its policies and regulations.

Planning, coordinating and organizing in-house training sessions, workshop festivals, focus group sessions, and induction for novice instructors.

Designing and presenting workshops to novice and existing instructors.

Preparing forms and guidelines for PD activities, e.g. developmental observations, reflective practices etc.

Writing Professional Development Action plans for individual instructors and providing individual support.

Screening CVs of preparatory school job applications.

Preparing, conducting and reporting needs analysis of instructors' professional development needs, students' end of course program evaluation.

Observing lessons and giving feedback to novice instructors.

Coordinating Teacher Research SIG meetings and content.

Preparation of performance evaluation criteria related to PD based on NA results.

**Materials Office Coordinator**

**09/2011- 09/2012**

Designing, developing, editing and proofreading materials and quizzes.

Taking an active role in curriculum design and participating in curriculum revision sessions.

Supporting Testing Unit in the planning, writing, preparation and administration of exams.

Preparing test specifications for all exams.

Writing Grammar, Vocabulary, Reading, While-listening, Note-taking and Writing tests for formative, summative and proficiency exams. Preparing and conducting standardization sessions.

**Workshops Presented at Kadir Has University**

Dealing with Challenging Reading Texts at Prep School

**15-16/03/2018**

Dealing with Challenging Reading Texts at ELU

**03/04/2018**

Self-awareness Tools Enhancing Communication in and outside Work

**03/11/2017**

Phonology

**7-8/12/2017**

Lesson Planning

**26-27/10/2017**

Basic Principles of Testing

**12-13/10/2017**

**Beykent University Prep-School & Vocational School,**

**10/2004-09/2007**

**English Language Instructor, Istanbul**

Teaching reading, writing, speaking, listening at all levels in general English and A1-A2 in ESP – English for IT, Business, Marketing and Culinary Arts Students. Preparing weekly pacing calendar and exams for general English and ESP classes.

Teaching Young Learners at course started by the university for children.

**Proaktif Danışmanlık, Part-time English Language Instructor, Istanbul**

**10/2003-06/2004**

**Istanbul Lisan Merkezi, English Language Instructor, Istanbul**

**03/2003-07/2003**

General English, Beginner Level

**Bebim Microsoft, English Instructor, Istanbul**

**11/2002-03/2003**

General English from Beginner to Pre-Intermediate level

**TRAINING CERTIFICATES**

Sabancı University, Istanbul

**SLTedol, Online Course for Vocabulary Teaching & Learning**

**06.04-27.05/2019**

Cambridge English & Gordion Academy, Istanbul

**Training the Trainer Certificate (30-hour Training)**

**29.01-02.02/2018**

Sabancı University, Istanbul

**SLTEP, School of Languages Trainer Education Program  
(2 weeks full-time Program)**

**12.06-23.07/2107**

ITI, Istanbul-Short Courses

**Workshop Presenters' Training**

10/2016

**Training the Trainer**

04/2016

**Testing and Assessment**

04/2013

Kadir Has University Yaşam Boyu Eğitim Merkezi

06-10/01/2014

**Student Coaching Certificate Program**

British Side, Istanbul

**Portfolio Assessment**

05/2012

Pearson Longman Publishing, Izmir

11-16/07/2009

**Creative ELT: Creativity In and Out of the classroom using Web 2.0 Tools**

### **IN-HOUSE TRAINING**

**Test Writing by Dr. Aylin Ünalı**

10/2011- 06/2012

On the job training on how to write contextual Use of English, reading, writing tests and quizzes, proficiency reading and listening and note-taking texts and tests.

Analyzing text books and writing test specifications.

Preparing and conducting standardization sessions for the grading of writing.

**Teaching English for Academic Purposes Oxford Teacher's Academy**

11/2011

18-hour Training

**Teaching English to Adults Oxford Teacher's Academy**

07/2011

15-hour Training

### **WORKSHOPS PRESENTED OUTSIDE THE INSTITUTION**

**Sabancı University School of Languages International Conference**

04/05/18

Workshop: 'Through the Looking Glass: Reconstructing Yourself'

**SLTEP Alumni Meeting and Conference**

04/11/17

How to Improve Communication as a PD Person

**ITI Free Workshop for Instructors**

05/11/16

Principles of Testing: How to Prepare Your Own Tests

**ITI -TEFL Certificate**

09/04/16

Practical ways of teaching Phonology

### **LANGUAGES**

English – YDS: 97.5

11/2015

German – speaks fluently and reads/writes with good proficiency