

## *CURRICULUM VITAE*



### **MUSTEYDE AKHISAR**

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## **EDUCATION**

- **1995- 1999**

Eastern Mediterranean University, Faculty of Arts and Science  
Department of English Language Teaching (**B.A**)

**1994- 1995**

Eastern Mediterranean University, English Preparatory School (A Level)  
Learned English as a Second Language and had the opportunity to benefit from variety of courses, syllabus and language skills which were provided by the school for the language learners.

## **PROFESSIONAL DEVELOPMENT**

### **Workshops Attended:**

- **9<sup>TH</sup> EMU Workshop Festival, Cultivating Resilience and Well-Being: Nurturing Growth in Education (May 31<sup>st</sup>, 2024)**
- **Standardized Assessment an Overview. Pearson and EMU Testing 101 Online Course session 2. Gökce Mandalı Kurdoğlu. (28 March, 2022)**

- **Standardized Assessment Item Writing and assessing productive Skills & Standardization. Pearson and EMU Testing 101 Online Course session 1. Gökçe Mandalı Kurdoğlu (25 March, 2022)**
- **Assuring Quality of Assessment for Learning with Testing and Curriculum Unit by Tim Goodier, offered by Norwich Institute for Language Education (NILE), Eastern Mediterranean University, Famagusta, North Cyprus (8 November, 2019)**
- **‘Fantastic Teachers and Here we found Them, (27<sup>th</sup> June 2019)’**
- **‘From Roots to Wings’, (19 June, 2018)**
- **Attended to the talk on Motivation to use Technology given by Pearson Education Specialist, Özbek İnan, September- 2016**
- **Attended to the talk on Trends and New Directions in Language Teaching and Learning given by the Director at Norwich Institute for Language Education- Nile, Thom Kiddle, September- 2016**
- **Attended to the talk on How to Integrate Technology into Language Classrooms given by Macmillan Education Specialist, Semih İrfaner, September-2016**
- **Special Interest Group Event (EMU)**
- **Recent Approaches to Teaching and Assessing Speaking**
- **IATEFL TEASIG Conference (2009, EMU)**
- **Certificate of Teaching English to the Speakers of Other Languages\* TESOL Online Course Certificate accredited by College of Teachers, Birmingham, 2009- 2010**
- **2<sup>nd</sup> EPS ELT Seminar on New Trends in ELT (2008, EMU)**
- **Certificate in Computers and Teacher Development, CCTD, EMU 2003- 2004**
- **Certificate of New Teachers in Service Course awarded by EMU, 2000- 2001**

## **ACADEMIC /TEACHING EXPERIENCE:**

### **English Teacher:**

- **English Preparatory School (in progress) Gazi Magusa, TRNC, 2015-present, EMU**
- **EMU, English Preparatory School, Gazi Magosa, TRNC, 2003-2010**

Fulfilled duty as a full time English teacher for 20 hours of teaching English Lessons. Basic aim was to teach English from Beginners level to Upper students Level. To guide, to introduce and to practice the language was the main purpose of my teaching.

#### **a- Learning Adviser, SSSC (Student Self Study Center), 2000-2003**

I guided and facilitated the students to use English materials effectively. The students varied from different backgrounds, different levels of language proficiency (Beginners level up to Upper Intermediate Level) and they needed variety of materials to improve their levels so, I provided them sets of materials through their requirements such as grammar, writing, listening, reading texts and I helped them to have enough practice before the exams.

- **b- 2000-2003 Foreign Languages and English Preparatory School, Eastern Mediterranean University**

#### **Part –Time English Teacher**

Taught English as a Second Language and as a Foreign Language to students from variety of backgrounds with variety of English Language Proficiency levels as part time basis.

- **1999-2000 Gazimagusa Municipality, TRNC**

**English Teacher/ Advisor for summer courses organized by the Municipality Service for Primary School students aged from 4-8 years old.**

My teaching was basically based on Listening and Understanding and integrating listening skills with Art and Design. As a teacher I facilitated and helped the children to use their own imagination and to reflect it their

language learning ability. My duty and my aim were to prepare learner-centered materials in order to motivate and to grab the attention of small kids. In order to fulfill my aim, I needed to prepare interesting and visual materials such as pictures, photographs, different drawings, songs and music. By the end of the summer period students were able to interact with each other by using small bits of language they had learned.

### **COURSES TAUGHT** *(in the last three years)*

- **2015-2025 B1 LEVEL Basic General English Course (16 hours in progress)**
- **2003- 2010 EPS B1 - Basic General English Course (20 and 16 hours)**

### **PROFESSIONAL AFFILIATIONS**

- **23 September 2024-2025 Fall, Coordinator for Academic Affairs (Testing Unit and Syllabus Unit), EPS Division**

- **2024 May-September**

**Testing Unit Member, English Preparatory School Gazi Magusa, TRNC**

- **2020 September-2022 September**

**Testing Unit Member, English Preparatory School Gazi Magusa, TRNC**

Since I had been a Testing Unit member, my first duty was to prepare and to design B1 Level exam papers according to learning outcomes and objectives of syllabus carried along whole semester. After each test, we collated feedback from the teachers for the betterment of upcoming tests. As I was responsible for designing B1 level tests, I had to carry out post moderation and objection period. Organised regular meetings with other testing members and with the coordinators to discuss feedbacks and to make decisions for future exams.

- **2019 July-August Summer School English Teacher**

**Foreign Languages and English Preparatory School, Eastern Mediterranean University**

- Developed daily lesson plans.
- Lead lectures and hands-on activities.
- Assigned homework and projects to help your students learn the material.
- Administer quizzes and tests to measure their progress.
- Provide extra help to your students when necessary.

- **AQA (Assessment and Qualifications Alliance) Associate in the charity (English as a Second Language (International): Speaking – GCSE International- EXAMINER- ASSESSOR, Summer, 2024**

- **Evening Courses Course Designer/ Teach English for the Academic Purposes**

- The aim was to teach General English Courses for 20 hours also to teach English for the Academic purposes to different levels (A1, B1) of Academic Staff. I designed, prepared and taught English in the evenings for the Professional Development of Emu Staff. The staff were volunteered to attend the courses regularly to improve their language skills in the academic environment. I planned, organised and created the curriculum for the groups according to their levels and needs. By the end of the teaching and learning process I prepared tests to evaluate and to check the improvements of the staff. Integrating general english with academic english had been not only challenging but also different experience for me.

- **4 September- 24 February 2019, Eastern Mediterranean University**  
**Taught General English Evening Courses for A1 LEVEL for 20 hours, Continious Education Centre**
- **5 February- 27 June 2019, Eastern Mediterranean University**  
**Taught General English Evening Courses for B1 LEVEL for 20 hours, Continious Education Centre**
- **13 February- 15 March 2017, Eastern Mediterranean University**  
**Taught General English Evening Courses for 20 hours, Continious Education Centre**
- **20 March- 26 April 2017, Eastern Mediterranean University**  
**Taught General English Evening Courses for 20 hours, Continious Education Centre**
- **2 February- 24 March 2016, Eastern Mediterranean University**  
**Taught General English Evening Courses for 20 hours, Continious Education Centre**
- **20 March- 26 April 2017**  
**General English Courses as Evening Courses for 20 hours in DAUSEM, EMU**
- **2 February- 24 March 2016**  
**General English Courses as Evening Courses for 20 hours in DAUSEM, EMU**

- **2011-2013**

## **KIDS CLUB ETUD - EDUCATION CENTRE**

### **MANAGER- HEAD- TEACHER:**

I have been the manager of the centre for two years and I have been the head and the teacher of the center since 2011. There have been mixed age groups of primary school students between the ages of 6 and 12. First of all I aimed to care in terms of feeding, tiding and guiding the students through their needs. Major aim was to educate students in terms of helping them with their home works and guiding them when needed help for the subjects they had difficulty. We facilitated the kids by extra materials in each level to strengthen their learning and helped them to have courage to be aware of individual needs in learning. Also, I have been the manager of the staff to control, to facilitate the needs both the centre and each individual staff such as teachers, cleaners and the cook. Working with different families from different backgrounds was the greatest experience I have ever had.

- **2010-2011 EMU, Registrar's Office Gazi Magosa, TRNC**

Worked as a full-time officer and my duty was registering, freezing registration of the students. Also, I provided the students some Student Certificates, Transcripts and Official Letter of Reference through the students' needs and applications.

### **Translations:**

- **2015- 2016**

**Egevet Veterinary Clinic:** Translating online documents and providing contact between foreign companies and the clinic by sending and receiving e-mail.

**- Protranslate Translations:** Translating materials from Turkish to English and from English to Turkish by online.