

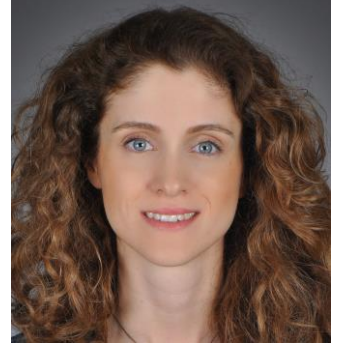
AÇELYA TEPE

TEACHING & ASSESSMENT & ADMINISTRATION EXPERIENCE

ANTALYA BİLİM UNIVERSITY, ANTALYA (2012-present)

School of Foreign Languages, Academic English Unit, Teacher & PDU member (2019-present)

- Teaching faculty students ESAP and EAP,
- Designing curriculum and syllabi,
- Writing course materials and exams,
- Observing teachers' lessons and supporting them in their professional development.



School of Foreign Languages, Assistant Director (2014-2019)

- Building academic and administrative system for a brand new university,
- Working as part of the administrative team in taking decisions and applying the procedures,
- Recruiting new staff members by interviewing and observing the demo lessons,
- Designing curriculum and syllabi for B1+, B2 and C1 levels,
- Preparing materials according to the needs of students for relevant levels,
- Proofreading tests for relevant levels,
- Counseling students and parents when and if needed,
- Holding meetings with the testing officers & level coordinators,
- Teaching EFL in A1-B2 levels

School of Foreign Languages Preparatory Program, Testing Coordinator (2012-2013)

- Coordinating, organizing, and administering placement, level, and proficiency tests,
- Standardizing with the relevant level teachers before marking the exams, and with the whole staff before proficiency exams,
- Working with the University of Wisconsin Testing and Curriculum Department as part of the contract between the two universities.
- Teaching EFL in A1-B2 levels

BRITISH SIDE (2011-2016)

- Taking part as a speaking examiner for YLE, KET, PET and FCE exams offered by Cambridge University.

BAHCESEHIR UNIVERSITY, ISTANBUL (2010-2012)

School of Foreign Languages Preparatory Program, Testing Unit Member (2011-2012)

- Writing and proofreading vocabulary checks, speaking and writing tasks, midterm and end-of-module exams at various levels; A1, A2, B1, B2,
- Standardizing with the relevant level teachers before marking the exams,
- Organizing and administering all the exams as a team.

School of Foreign Languages Preparatory Program, Teacher (2010-2011)

- Teaching EFL in various levels and doing the relevant duties,
- Taking place in the summer task groups as part of writing the A2 level writing booklet,
- Presenting about “My lab” to the teachers and the first-year experiences at Bahçeşehir University to the new teachers in the induction program.

BEYKENT UNIVERSITY ISTANBUL (2005-2010)

School of Foreign Languages Preparatory Program, Level Coordinator (2009-2010)

- Facilitating, guiding, observing and informing teachers in the relevant level,
- Conducting weekly meetings in the relevant level,
- Writing or adapting materials in various levels according to the needs and different learning styles of the students and expectations of the institution,
- Preparing and/or proofreading the placement and achievement tests for various levels.

School of Foreign Languages Preparatory Program, Teacher (2008-2009)

- Teaching EFL in various levels and doing the relevant duties.

Vocational School, Teacher (2005- 2008)

- Teaching EFL and ESP (Business English and Tourism English) at various levels.
- Preparing Materials and Tests according to the needs and learner styles of the students at various levels.

EDUCATION

2007-not completed **Beykent University, Istanbul** Education Management, and Audition
(Graduate Program)

2003-2004 **Stevens Institute of Technology, Hoboken, NJ, USA** Humanities
(Under Graduate Exchange Program)

2002-2005	Beykent University, Istanbul Business Administration, English (Under Graduate Minor Program with scholarship)
2001-2005	Beykent University, Istanbul English Language and Literature Department (Under Graduate Major Program with scholarship)
1994 – 2001	Edremit Anatolian High School, Edremit

CERTIFICATES

- **DELTA (Diploma of English Language Teaching for Adults) (Module 3)** ATI- Istanbul
- **ICELT (In-service Certificate in English Language Teaching) (2008-2009)** ITI- Istanbul
- **Beykent University, in-service teacher training (2006/ 15 days)**

WORKSHOPS

- **Teacher Training Workshops, (2012-15 days)** University of Wisconsin ESL Department, Antalya
- **Induction Program, 3-week-workshops, (2010)** Bahçeşehir University, İstanbul
- **Workshops on various ELT topics, (2009)** International Training Institute (ITI)- Istanbul