Andrea Downing

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Personal

Nationality: British. Resident in the Czech Republic

Education and Training

PhD Economic and Social History (University of Liverpool, UK) 1998.
MA Research Methods in the Social Sciences (Distinction) (University of Liverpool, UK) 1993
 BA Geography with Special Reference to Asia and Africa (University of London) 1983.
University of Cambridge Diploma in English Language Teaching to Adults (Akcent International House, Prague, June 2007).
Trinity Certificate TESOL, EF (Brighton, England), August 2000
(International House Barcelona, Teacher Training Department, In-house Certificates, 'Director of Studies' and 'Training the Trainer' (August 2004)

Employment

1. *Academic*
Assistant Professor, CERGE, Charles University, Prague, Czech Republic (September 2012 – Present)
university language consultant and editor, Economics Institute of the Academy of Sciences of the Czech Republic, Prague, Czech Republic, (September 2012 – Present)

Lecturer, Metropolitan University,, Prague (January 2010 – April 2012) Departments of Anglophone Studies and International Relations
Lecturing, editing, supervising MA Dissertations.

Associate Professor and Chair of Foundation Studies, Sur University College, Oman (September 2004 – June 2005)
Course design on Foundation English Programme as well as general EAP teaching at Bachelor's level.
Lecturing, course design and staff management.

2. *Teacher Training*
Design and delivery of pedagogic training to aspiring and in-service Czech teachers of English (Bachelors and Masters programmes) at Metropolitan University, Prague (2010-2011)
Lead Trainer, Caledonian School, Prague May 2007 – August 2010))
Tutor, Oxford Tefl., Prague, Trinity Certificate in TESOL (June 2006 – present)
Tutor, ITC Tesol Certificate, Prague (September 2007 – 2009)
Tutor, Tefl Worldwide Prague (current)

3. *Business and General English Teaching and Materials Design*

Specialist Courses
6 hour 'Reading Skills' workshop for Economists, Accountants and Lawyers at the Czech Ministry of Finance (March 2011)

Presenter of workshop on Business Correspondence to British Chamber of Commerce, Prague, Breakfast Briefing, June 20008

Design and implementation of specialist pronunciation course for presentation skills, BPP International, Prague, various dates to present

Presentation coaching and proofreading services to international lawyers at Rowan Legal, Prague

Easter 2012, Academic Manager, ISIS International UK, MBA style Business Leadership Intensive Course

Academic Coordination of '*Masters'* intensive programme. Design of specialist materials. Delivery of plenary lectures.

April 2012– present, Materials Writer, ISIS International UK

Production of lesson materials and lesson plans on subjects relating to British culture for use in Residential Summer Schools

General Business English Teaching

Business English Teacher, St James Language Center, Prague (September 2005 – December 2006)

Temporary Director of Studies. International House, Sine El Fil, Beirut, Lebanon (July and August 2005)

English Teacher, International Language Services, Tallin, Estonia (January 2004 – June 2004)

English Teacher and Assistant Director of Studies, St James Language Center, Prague (September 2003 – December 2004)

English Teacher, EF English First, Jinzhou, China (January 2002 – August 2002)

English Teacher, Idiomas Sem Fronteras, Joao Pessoa, Brazil. (March to September 2001)

Languages

Elementary Czech, Intermediate Spanish and Portuguese, Pre-Intermediate French.

Other

Self-employed academic proof reader

Voluntary proof reader for People in Need, Czech Republic (ongoing since 2006)

Conference papers on learning styles and teaching skills at the Pan-Baltic Teacher's Conferences in Tallin (Estonia) and Riga (Latvia) (2004) and the IATEFL Teacher Development SIG conference at Ostrava (Czech Republic) (2006).

From April 2008, University of Cambridge UCLES Examiner

From May 2012 Examiner-in-Training, Trinity College London – International ESOL Panel