

Deborah Nováková, MA TESL/TEFL

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Nationality US citizen, permanent residency Canada, Czech Republic



Relevant employment history

Present

CERGE, Charles University, Prague, Czech Republic

Assistant Professor, September 2012 - Present

Economics Institute of the Academy of Sciences of the Czech Republic, Prague, Czech Republic
university language consultant and editor, August 2012 - Present

October 2010 – July 2012

Language proficiency assessor, developer and facilitator of professional business workshops, & designer and instructor of EAP programmes for summer schools

Freelance, Toronto, Canada

October 2007–October 2010

Instructor, course coordinator, curriculum developer, & professional development facilitator

Maastricht University Language Centre, Netherlands

- Instruction and assessment: formal and academic speaking, writing, and negotiation; faculties of Economics and International Business, Law, European Studies, and Health Sciences
- Coordination of courses: EAP Survival Skills for the Problem-Based Learning Classroom and English Activation for Meiji Gakuin (Tokyo) visiting students
- Assistant coordination of course: Academic Writing Skills for Economics and International Business
- Curriculum development: Survival Skills EAP course, English for business and government professionals (BAAT, KPMG, Limburg Province), English Activation for Meiji Gakuin students
- Design and facilitation: professional development workshops for Dutch & Modern Languages instructors
- Development: intake criteria and procedures used at the centre

August 2003–May 2007

Instructor & curriculum developer and editor, domestic and international projects

Southern Alberta Institute of Technology, Calgary, Canada

- Instruction: English Language Foundations EAP programme & professional and technical English language and communication skills
- Curriculum development: CLB level 7/8 English for Academic Study course, paraphrasing unit for academic writing, English language and teaching approaches and methodology for Saudi technical university instructors, international business English for oil industry executives.
- Editor: English language and communication skills for health care workers
- Curriculum development & instruction: international projects: LUKOil Moscow, GOTEVOT Saudi Arabia, EXXON Mobile Sakhalin

August 2001–March 2003

Instructor

Maastricht University Language Centre, Netherlands

- Instruction and assessment: formal and academic speaking, writing, and negotiation; faculties of Economics and International Business, European Studies, and Psychology

May–November 2000

Freelance instructor & materials designer

Luxembourg, European Union

- Instruction: English for general business and finance
- Creator: grammar booklet for the wine industry under the auspices of the European Union

July 1999–March 2000

Administrative director; co-curriculum designer for teacher training course; teacher trainer

Via Lingua TEFL Training School, Prague, Czech Republic

September 1998–June 1999

Instructor: English for professionals

Encounter English Language School, Prague, Czech Republic

1987-1989

Specialist in reading and math skills for third and fourth grades

Fourth Ward Elementary School, Georgia, USA

Relevant education and training

2004–07	MA in TEFL/TESL (with distinction) University of Birmingham, England
2001	Internship in instruction for students in a Problem-Based Learning context Maastricht University Language Centre, Netherlands
2000	120-hour course in QRI methodology, including 24 hours evaluated teaching practice CERAN Residential Language Centre, Spa, Belgium
1998	International TEFL Certificate (120-hour course, 18 hours of evaluated teaching practice) ITC Training Centre, Prague, Czech Republic
1985–87	B.Ed Study in Elementary Education North Georgia College, Georgia, USA

Additional related projects and experience:

Present	Design and delivery of workshops for business professionals: communication skills for meetings & presentations, real time speech, professional writing
June 2010	Designed and delivered workshops: lesson planning for a learner-centred classroom at Maastricht University
Nov. 2009	Project group: investigated and reported on ways language delivery can be improved across a range of faculties at Maastricht University
July/Aug 2008	Developed a set of assessment tools for prospective service industry staff; provided training for HRC staff HRC International Recruitment, Maastricht, Netherlands
May 2008	Designed and presented a workshop on teaching across levels and languages/ cultures using a task-based approach TESOL Canada Conference, Halifax, Canada

Professional focuses and interests

Curriculum design

Teacher training and professional development

Successful intercultural communication in international contexts, both academic and professional

Student-centred learning approaches and methods

Successful team-building in classroom and teaching team contexts

Languages

English: Native

Czech: Functional

Dutch: Basic