

# CURRICULUM VITAE

## EUROPEAN CURRICULUM VITAE FORMAT



### PERSONAL INFORMATION

Name  
Address  
Telephone  
E-mail

**PAUL WHITAKER, MA**

[Redacted]  
[Redacted]  
[Redacted]

Nationality  
Date of birth

[Redacted]  
[Redacted]

### LANGUAGE SKILLS

Czech - Advanced, French – Lower-intermediate

### RELEVANT WORK EXPERIENCE

- Dates
- Employer
- Type of business or sector
- Occupation or position held

September 2014 - Present  
CERGE, Charles University, Prague, Czech Republic  
Training/coaching, language teaching, translating & editing  
Assistant Professor

- Dates
- Employer
- Type of business or sector
- Occupation or position held

September 2014 - Present  
Economics Institute of the Czech Academy of Sciences, Prague,  
Czech Republic  
University language consultant and editor  
Training/coaching, translating & editing

- Dates
- Employer
- Type of business or sector
- Main activities/responsibilities

May 2006 – Present (part-time)  
Self-employed, Prague, Czech Republic  
Training/coaching, language teaching, translating & editing  
Training Communication Skills, Presentation Skills, Effective Meetings, Note Taking and Writing Minutes, Time Management, Teambuilding and Insights® in major organisations: European Aviation Safety Agency (EASA), T-Mobile, Telefonica, Reckitt Benkiser, BASF, etc. Also, teaching English in companies, translating a variety of documents from Czech into English.

- Dates
- Employer
- Type of business or sector
- Occupation or position held

Sep 2003 – Apr 2006  
TEFL Worldwide, s.r.o., Prague, Czech Republic  
Training  
Director/Trainer

- Main activities/responsibilities

Running a 4-week, pre-service TEFL Certificate course to native speakers. Designing the course, delivering training sessions as well as overseeing and observing the teaching practice component.

- Dates
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- Main activities/responsibilities

Jan 2001 – Jun 2003

Higher Colleges of Technology, Al Ain Men's College, UAE  
Education

Faculty member

Teaching English to young men in a vocational college. Team leader for one course of four classes: responsible for coordinating the work schedule and assessment tasks as well as preparing exams. Member of the Professional Development Committee – organising as well as presenting workshops for staff.

- Dates
- Employer
- Type of business or sector
- Occupation or position held
- Main activities/responsibilities

Sep 1998 – Jun 1999

International TEFL Certificate, Prague, Czech Republic

Training

Teacher trainer

Training native speakers on an intensive, four-week TEFL programme. Involved in all aspects of the course: leading training sessions and workshops, critiquing teaching practice and giving feedback, and developing the programme.

- Dates
- Employer
- Type of business or sector
- Occupation or position held
- Main activities/responsibilities

Sep 1994 – Jun 1998

Faculty of Business Administration, Silesian University, Karviná, Czech Republic

Education

English teacher

Teaching university students general and business English. Preparing tests, syllabuses and new courses. Also teaching directors one-to-one in a private company one day per week.

## EDUCATION AND TRAINING

- Dates
- Organisation providing education and training
- Principal subjects/occupational skills covered

Sep 1999 – Aug 2000

University of Nottingham, UK

Second Language Acquisition, Methodology, Syllabus Design, Materials Development, Independent Learning, Language and Culture, Language and Literature

MA in English Language Teaching

- Dates
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered

Nov – Dec 1992

Cheltenham International Language Centre

Methodology, Syllabus Design, teaching skills lessons, teaching English grammar, observed teaching practice, 1-1 teaching practice,

- Title of qualification awarded

Cambridge Certificate in Teaching English as a Foreign Language to Adults

## INTERESTS

Travelling, gym, cycling, skiing, photography, languages, music, cooking and reading.

**ACADEMIC PUBLICATIONS AND PRESENTATIONS**

**PUBLICATIONS**

Whitaker, P. (2009). Wrote a range of materials for the face-to-face component of a preparatory course for the International Certificate in Financial English for Cambridge University Press.

Whitaker, P. (2009). Do you Know What I Mean? (Part 2). ATE Newsletter Vol. 21, No.2.

Whitaker, P. (2009). Do you Know What I Mean? (Part 1). ATE Newsletter Vol. 21, No.1.

Trotman, W. & Whitaker, P. (2006). Portfolio Assessment: taking the focus away from an exam-based system. Modern English Teacher. Volume 15/2.

Whitaker, P. (2005). More to Portfolio Assessment. Modern English Teacher. Volume 14/4.

Whitaker, P. (2002). The Word Bag. IATEFL Issues. Issue 164: 13.

Whitaker, P. (2002). A Critique of Teaching Practice Observation for Pre-Service Teachers. Perspectives. Volume 10/1: 28-35. Abu Dhabi, UAE: TESOL Arabia.

Whitaker, P. (2001). Mind Cinema: Enabling students to see what they read. In McRae, J. (ed.). Reading Beyond Text: Processes and Skills. Sevilla, Spain: Universidad de Sevilla.

**CONFERENCE PRESENTATIONS**

Making Literature Accessible and Enjoyable for your Students, English Department, University of Rijeka, Croatia, May 2005.

Effective E-mail Exchanges. TESOL Arabia Conference, Abu Dhabi, UAE, April 2002.

Challenging Traditional Methods of Literature Teaching. Voices of (Ex)Change Postgraduate Conference, University of Nottingham, England, June 2000.

Analysing Needs. ATECR International ELT Conference, Prague, Czech Republic, September 1998.

Assumptions Across Cultures. MSSUA 3rd National ELT Conference, Kroměříž, Czech Republic, September 1997.