



Hatice Cankaya

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ABOUT ME

Graduating from Yeditepe University in 2012, holding a Master of Business Administration Degree from Yıldız Technical University, I have been working as an English teacher for 14 years at reputable high schools, language schools and universities in Istanbul. Currently, I am working as an English Instructor at 29 Mayıs University and doing my MA at Yeditepe University.

WORK EXPERIENCE

01/09/2022 – 31/01/2024 İstanbul, Türkiye

ENGLISH INSTRUCTOR YEDITEPE UNIVERSITY

- Taught reading and writing skills
- Evaluated and graded in class writing tasks and student work
- Advised students regularly on their language skills and gave feedback on their essays

01/09/2021 – 01/07/2022 İstanbul, Türkiye

ENGLISH INSTRUCTOR MALTEPE UNIVERSITY

- Taught reading and writing skills
- Evaluated and graded in class writing tasks and student work
- Advised students regularly on their language skills and gave feedback on their essays
- Conducted speaking exams and graded them
- Prepared online quizzes

15/08/2019 – 31/08/2021 İstanbul, Türkiye

ENGLISH TEACHER AND TEAM LEADER OKAN PRIVATE HIGH SCHOOL

- Taught English as a foreign language and language arts
- Supervised students' progress in cooperation with their families and school management
- Led both middle and high school foreign languages teams during the harsh times of the pandemic
- Evaluated course books and improved the lesson plans for the up-coming academic year in cooperation with the publishers and the teachers
- Organized and conducted placement exams, proficiency exams, Cambridge ESOL, formative and summative exams
- Organized and conducted online oral exams both for middle school and high school students
- Prepared in class performance evaluation and oral exam assessment rubrics
- Checked weekly and yearly plans prepared by the respective teachers
- Ensured the flow of duties from head of department to the team
- Supported the communication between the teachers and the parents
- Led meetings when head of department was absent and wrote the meeting minutes
- Designed and checked the weekly bulletin boards
- Edited foreign languages contents of the school website

15/08/2013 – 10/08/2019 İstanbul, Türkiye

ENGLISH TEACHER TARHAN PRIVATE HIGH SCHOOL

- Taught English as a foreign language and language arts
- Supervised students' progress in cooperation with their families and school management
- Prepared in class performance evaluation and oral exam assessment rubrics
- Coordinated study abroad groups in England (Bristol and Cambridge) twice in different academic years
- Managed prep. graders' end of year theatre plays and stage shows
- Edited foreign languages contents of the school website
- Supported study abroad programmes, non-profit volunteer projects and summer camps

10/09/2012 – 01/06/2013 İstanbul, Türkiye

ENGLISH TEACHER ENGLISH CULTURE LANGUAGE SCHOOLS

- Taught general English to adults

01/10/2015 – 01/01/2016

ENGLISH TEACHER DOUBLETREE BY HILTON

- Taught general English to Executive Staff

● **EDUCATION AND TRAINING**

01/09/2015 – 30/06/2017 İstanbul, Türkiye

MASTER OF BUSINESS ADMINISTRATION Yildiz Technical University

Website <https://yildiz.edu.tr/en>

01/10/2008 – 11/06/2012 Türkiye

BACHELOR OF EDUCATION IN ENGLISH LANGUAGE TEACHING Yeditepe University

Website <https://yeditepe.edu.tr/en>

● **CONFERENCES AND SEMINARS**

11/12/2022 – 18/12/2022

Writing and Managing EU Funded Projects

10/03/2021 – 10/03/2021

Adapting and Getting the Best from Your Textbooks by Pearson
