

Viktorija Plavčak

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Personal Statement

As a qualified teacher of English and a translator, I have skills and knowledge to teach different English levels to different age groups. I am looking for a challenge that will allow me to use my strong teaching and writing skills and let my resourcefulness and creativity shine.

EDUCATION

2023 ELT Council, University of Malta SEPTT Certificate Band 4

1998 Regent London, Teacher Training

RSA Cambridge (CELTA) – Certificate in English Language Teaching to Adults

1996 British Council Slovenia, Ljubljana – CPE

Cambridge Certificate of Proficiency

Summer of 1994 – International Teaching & Training Centre Bournemouth, UK

2-week intensive teacher training course

1988 Twickenham College Richmond, Surrey – CPE

Cambridge Certificate of Proficiency

1982 – 1984 University of Maribor

Undergraduate, English major, Slovene minor,

BA Teacher Training Module (Faculty of Education)

1977 – 1981 High School of Economics, Celje

Economist

WORK EXPERIENCE - EFL TEACHER

1992- PRESENT – Freelance English Teacher

2023 – IELTS Malta – EFL Teacher 09/01 – 05/03

Ardmore – EFL Teacher 02/07 – 09/07

PGL Travel 09/07 – 24/07 Liddington

PGL Travel 25/07 – 13/08 Osmington Bay and 20/10 – 27/10 Marchants Hill

2022- International House London – Future Leaders, General English Oxford – 5/7 – 2/8

PGL Travel Little Canada, Isle of Wight – 5/8 – 19/8/

PGL Travel, Barton Hall, Torquay – 20/8 – 26/8

Laško Brewery – General English Adults 20/10 – 15/11

2021 – 2022 Online Business Basics One-to-One lessons (Jabil Poland)

2020 – PGL Liddington, Wiltshire – EFL Teacher 14 – 20 February

2019 – Faculty of Commercial and Business Sciences, Celje – Lecturer, Business

Communication Course 28 October – 16 December

2019 – PGL Liddington, Wiltshire – EFL Teacher 19 August – 10 September

International House London – Future Leaders Teacher – Oxford, 9 July – 15 August

PGL Liddington, Wiltshire – EFL teacher 21 March – 27 April

2018 – PGL Windmill Hill, East Sussex, TEFL Teacher, End of June – 12 September

2018 – Terme Olimia, Hospitality and Tourism, March – April

2018 – Inel d.o.o. Celje, Business English, February – March

2017 – 2018 Jezikovna akademija, EFL Teacher - General English A2 Adults, Celje

2017 – UKLC, TEFL Teacher, (14 –18-year-olds), London Metropolitan University (Jun- Aug)

2016 – June 2018 English Tutor (13, 16 and 18-year-olds and Cambridge exam preparation

2016 – 2017 English Teacher Business English EkoPlus (November 2016 – February 2017)

2016 – Embassy Summer, London, Mile End, TEFL Teacher, 20 June – 29 July

1992 – 2006 Babylon Language School

- General English Courses, Business English Courses – In Company, First Insights into Business, Business Objectives, Working In English
- International Cambridge Exams – PET, FCE, CAE, CPE, BEC, BEC Vantage
- GEA College Lecturer – Piran, Slovenske Konjice

2009 – Present - Faculty of Commercial and Business Sciences, Celje – Assistant Lecturer
2020 – Business Communication and Tourism, Celje, Feb-March, Maribor Oct-Nov 2019
2018 – Faculty of Commercial and Business Studies, Tourism – October – November
2018 – Faculty of Commercial and Business Studies, Business English, March - April

1990 – 1992 First Primary School, Celje

ESL Teacher

Taught 11 – 15-year-olds
Drama Club Mentor

1987 – 1988 ITC Engineering, Celje – Temping, translation

1985 – 1986 Primary School Miloš Zidanšek Dramlje

Teacher of Slovene Language – internship

Taught Slovene to 13 - 15-year-olds
Drama Club Mentor

2003 – Present – TRANSLATION AND PROOFREADING SLO>ENG and ENG>SLO

2022 – Proofreading English articles for *Hmeljar* Magazine (July – December)

2021 – Translation - Citi Privacy Statement, Localisation software (Rapid antigen tests, Hemp antioxidant activity, Laparoscopic Trocar Manual, Android instructions, Lease Agreements, Mechanical Turk, Procurement Software; proofreading Masters' Thesis Robo-Advisors;

2020 Anti-corruption Report Myanmar (EN), September (proofreading)

2020 Progen Resonant Light Technology Manual (EN>SLO), July

2019 Babylon d.o.o., Financial Report for Heineken Brewery (Dec)

2019 Project Integrity ENG>SLO – Soldamatic Welding Software (Feb - Sept,2020 ongoing)

2018 Locality Pro - Travel Guide Holy Land (ENG>SLO translation), May & June

2016 Proofreading doctoral thesis: Whistleblower Protection and Media Representations

2015 ABCD English Writer – “Pearson Edexcel Certificate in ESOL Skills for Life”

2006 – Present – Ana Biljana Filipov, Attorney at Law, Ljubljana

- Legal contracts – Land Purchase and Lease Agreements SLO>ENG, 2019

2005 – 2010 National Education Institute, Ljubljana

- European language projects, Article –Multilingualism and Multiple Literacies
- 2008 Conference on Languages in Ljubljana – materials, program, speeches, articles

2003 – 2016 Celje Fair PLC, Official Translator

- Trade fair programs, Terms & Conditions, promo materials, instructions, Website content, post-show reports with stats, financial reports, manuals; Newsletter Editorials

2004 – 2015 – Group Leader for language travel agencies

- Academia Maribor, Intelakta Celje, LTA Slovenska Bistrica - Tour Guide (3-day trips)
- London, New York, Florida, Dublin, Brighton, Eastbourne, Bournemouth, Malta

2000 – 2006 Slovenian Institute of Hop Research and Brewing Žalec

- Studies, presentations, articles on hop brewing; MA thesis proofreading

SKILLS

- **Computing:** Good working knowledge of Microsoft Word, PowerPoint and Excel
- **Languages:** Fluent English, native Slovene, good conversational Serbian and Croatian
- **Driving:** Full clean driving licence (A,B)
- **An Awareness of Child Abuse and Neglect E-Learning Course,** Kirklees (May 2017)
- **Safeguarding for Teachers Certificate,** June 2022, June 2023

INTERESTS

Travel: I have travelled extensively and lived in the UK. Morocco, Italy, Austria, Ireland, Germany, the Netherlands, Czechia, San Marino, Croatia, Serbia, Bulgaria, USA, Ireland, Bulgaria

Writing: *ODE TO THE BRITISH* self-published by Minerva Press London in 2001, now on Amazon
THE WIP Contributor www.thewip.net

Sports: I enjoy swimming, cycling, playing table tennis, volleyball. I also play the guitar.

REFERENCES

Marina Štros Bračko, MA
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