

# CV

**SABINA SANOCZ**

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## **PROFILE:**

1. Fully-qualified bilingual translator, interpreter, linguist, and EFL teacher.
2. MA degree in Bilingual Translation (with Distinction) from the University of Westminster in London (English into Polish, Polish into English). Completed modules: Main Language - English into Polish, Second Language - Polish into English, Interpreting Skills, Editing Skills.
3. MA degree in English Philology from the University of Rzeszów in Poland.
4. Three years of experience in the role of an Academic Manager and Assistant Director of Studies.
5. Twelve years of successful experience of teaching English as a Foreign Language to students in the UK and Poland.
6. Comfortable and experienced developing rapport and providing support to clients from different countries and diverse cultural backgrounds.
7. Communicates with clients efficiently and diplomatically.
8. Deeply committed to high quality services.
9. Multilingual: Polish, English, German, and Russian.
10. Computer literate (Word, Excel, Edupro3, Outlook, Internet)

## **PROFESSIONAL HIGHLIGHTS:**

1. MA degree in Bilingual Translation from the University of Westminster in London. Completed modules: Main Language - English into Polish, Second Language - Polish into English, Interpreting Skills, and Editing Skills.
2. Freelance Interpreter and Translator working for several translation agencies in London and the UK.
3. Academic Manager at London Meridian College and Assistant Director of Studies at the London Skills Institute.
4. Exam coordinator: Cambridge KET, PET, FCE, CAE and CPE, BEC Vantage, BEC Higher, ICFE, ILEC, Trinity College GESE.
5. Taught English as a Foreign Language at London Meridian College and The London Skills Institute.

6. Coordinated accreditation processes by the British Council and ISI at London Meridian College, and the British Accreditation Council (BAC) at The London Skills Institute.
7. Coordinated the accreditation process and new courses introduction:
  - European Computer Driving Licence (ECDL) - a course accredited by the British Computer Society (BCS)
  - The Organisation for Tourism and Hospitality Management (OTHM).
8. Administered all courses run at London Meridian College and The London Skills Institute.
9. Taught English as a Foreign Language (TEFL) at the Community Secondary School of General Education in Poland.
10. Taught English as a Foreign Language (TEFL) to students of two-year college at the Podkarpacka School of Business in Poland.
11. Experience:
  - Overcame challenges including classroom size, language differences and cultural diversity.
  - Provided lessons with a good balance of skills using a variety of approaches.
  - Prepared, administered and graded exams and end-of-level tests allowing students to move to the next level of education or the next level of the language course.
  - Participated in staff meetings and workshops addressing staff cooperation, student support and professional development.
  - Provided one-to-one tutoring in General English.
  - Prepared and catalogued files with additional teaching materials, aids and resource packs.
  - Ordered new resources and collaborated with book centres and suppliers, mainly BEBC.
  - Course Coordinator and Administrator for ECDL (BCS) and OTHM courses.
  - BAC accreditation preparation coordinator.
  - BC accreditation preparation coordinator.
  - ISI accreditation preparation coordinator.

## **WORK HISTORY:**

**May 2012 – present:** LANGUAGE BANK Ltd. – Translation agency  
LONDON, UNITED KINGDOM  
Interpreter, translator, proofreader

**Feb 2012 – present:** APPLIED LANGUAGE SOLUTIONS  
LONDON, UNITED KINGDOM  
Interpreter

Interpreting services for the Ministry of Justice Framework Agreement.

**Feb 2012 - present:** TODAY TRANSLATIONS – Translation agency  
LONDON, UNITED KINGDOM  
Interpreter, Translator

**Feb 2012 – present:** PEARL LINGUISTICS – Translation Agency  
LONDON, UNITED KINGDOM  
Interpreter

**Aug 2011 – present:** D-LANGUAGES Ltd. – Foreign Language Services Company  
LONDON, UNITED KINGDOM  
Interpreter, Translator

**Sept 2007 – present:** Translation and Interpreting services provided to individual private clients.

Areas/ Topics/Fields: certificates, diplomas, and other documentation

- private and business correspondence
- local government, city council (correspondence, documents, benefits, allowances)
- banking (correspondence, statements, opening bank accounts)
- health services (correspondence, GP registrations and appointments)
- education (certificates and diplomas, correspondence)

**June 2009 – present:** LONDON MERIDIAN COLLEGE  
LONDON, UNITED KINGDOM  
Academic Manager / Director of Studies  
EFL teacher

1. Academic Manager / Director of Studies.
2. Exam Coordinator:
  - Cambridge KET, PET, FCE, CAE, CPE
  - Cambridge BEC, ICFE, ILEC
  - Trinity GESE
3. Responsible for student registration for the above mentioned exams and collaboration with exam centres.
4. Advises students on appropriate exams to take. Responsible for organising the pre-testing sessions.
5. Responsible for registering students for the Trinity exam and collaboration with external examiners.
6. Responsible for preparing students to take Trinity GESE exams.
7. ECDL course coordinator and administrator.
8. Internal Verifier for the Work Experience Programme (NCFE and EDEXCEL).
9. Responsible for preparing, updating, cataloguing and filing college's policies and other documentation.
10. Responsible for dealing with student complaints and cataloguing and filling relevant documentation.
11. Carries out Academic Observations, and prepares reports on observed lessons.
12. Schedules Staff meetings, and prepares minutes.
13. Responsible for updating students' records on the internal system EduPro3.
14. Responsible for preparing updates for the college website.
15. Responsible for preparing all documentation relevant to the British Council re-accreditation of the college.

16. Responsible for preparing all documentation relevant to the Independent School Inspectorate (ISI) accreditation of the college.

**July 08 – June 2009: THE LONDON SKILLS INSTITUTE  
LONDON, UNITED KINGDOM**

Course coordinator, Assistant Director of Studies, EFL teacher

1. Prepared documentation for the BCS, OTHM and BAC accreditation processes.
2. Assisted in preparation for the BCS, OTHM and BAC accreditation.
3. Assisted in the process of TLSI becoming a Further Education college.
4. Responsible for accreditation visit schedules.
5. Responsible for contacting with all the awarding bodies.
6. Responsible for preparing reports summarising progress on the implementation of new rules and regulations.
7. Prepared reports on progress in the accreditation process.
8. Prepared and updated college's policies on malpractice, assessment, access to assessment and complaints procedure.
9. Coordinated introduction of new courses (ECDL, OTHM).
10. Administered all courses run at TLSI: General English courses, European Computer Driving Licence (ECDL) course, The Organisation for Tourism and Hospitality Management (OTHM) course.

Responsibilities:

- new student enrolments
  - registration with awarding bodies (BCS and OTHM)
  - exam registration
  - exam invigilation
  - prepared Student Handbooks and Teacher Handbooks
  - prepared information for agents and registrars
  - collaborated with awarding bodies
11. Assisted the Director of Studies in administrative duties such as:
    - updating students' records
    - new timetables preparation
    - resource books orders
    - new teachers' induction
    - new teachers' class preparation
    - new teachers' academic observations and reports preparation
    - organisation of peer observations
    - maintenance of teachers' attendance
    - daily photocopying of resources
    - preparing new in-house end-of-level tests
    - setting up and running end-of-level tests
    - running weekly staff meetings
    - co-coordinating monthly Trinity College GESE exams
    - prepared and catalogued files with additional teaching materials, aids and resource packs
    - notification before each class cancellations
    - notification of teacher and classroom changes
    - student references for university

- regular contacts with the DOS and the Registrar
  - direct contact number for students and teachers
12. Catalogued all of the college documents.
  13. Covered General English classes at various levels.

**June 05 – June 09:** THE LONDON SKILLS INSTITUTE

**Jan 04 – March 05:** LONDON, UNITED KINGDOM

EFL teacher

1. Taught English as a Foreign Language to adult students of General English courses (Beginner to Advanced levels).
2. Administered and graded end-of-level tests allowing students to move to the next level of the language course.
3. Prepared, administered and graded progress tests.
4. Prepared and catalogued files with additional teaching materials, aids and resource packs.
5. Assisted the DOS with the administrative duties
  - updated student attendance using Edupro3 software
  - calculated student numbers and prepared average student attendance tables (Excel)
  - prepared and updated timetables
  - dealt with incoming and out coming e-mails (Outlook)
  - dealt with contacting non-attending students

**Dec 02 – August 03:** THE COMMUNITY SECONDARY SCHOOL OF  
GENERAL EDUCATION NO. 1

SANOK, POLAND

EFL teacher (General English course)

1. Taught English as a Foreign Language to students of General English courses (Beginner to Intermediate levels).
2. Prepared, administered and graded progress tests.

**Sept 00 – July 03:** THE COMMUNITY SECONDARY SCHOOL OF  
GENERAL EDUCATION NO. 1

SANOK, POLAND

EFL teacher (English as a school subject)

1. Taught English as a Foreign Language to the secondary school students (Beginners to Upper-intermediate levels).
2. Administered and graded the Secondary School Examinations (Matura exam) in English (as a foreign language).
3. Prepared and catalogued files with additional teaching materials, aids or resource packs.
4. Provided one-to-one tutoring to students who needed additional assistance.

**Sept 00 – Aug 01:** PODKARPACKA SCHOOL OF BUSINESS  
SANOK, POLAND.

English teacher / lecturer (English as a school subject)

1. Taught English as a Foreign Language to students of two-year college.
2. Prepared, administered and graded exams allowing students to move to the next level of education.

**Sept 00 – June 03:** Taught General English and provided one-to-one tutoring to private students

## **EDUCATION:**

**2009 – 2010:** UNIVERSITY OF WESTMINSTER

London, UK

MA course in Bilingual Translation (English-Polish-English)

Additional Modules: Interpreting Skills (English-Polish-English)

Editing Skills

MA Degree (with Distinction)

**2001 - 2003:** UNIVERSITY OF RZESZÓW

Rzeszów, Poland

Higher master's studies in the field of English Philology

Specialization: teaching English as a Second or Foreign Language

MA Thesis: "Peculiarities of Translating Poetry; The Case Study of Sylvia Plath's Translations into Polish."

MA Degree

**1997 – 2000:** TEACHER TRAINING COLLEGE OF FOREIGN LANGUAGES

Rzeszów, Poland

Specialization: the English language and teaching English as a Second or Foreign Language

Teacher Training College of Foreign Languages Graduation Diploma

BA Degree awarded by the University of Maria Curie-Skłodowska (UMCS) in Lublin, Poland.

**1994 -1996:** TWO-YEAR COLLEGE OF ENVIRONMENTAL SCIENCE

Sanok, Poland

Specialization: Water Technology

College Education Diploma

**1990 – 1994:** SECONDARY SCHOOL OF GENERAL EDUCATION

Sanok, Poland

Matura exams (secondary school examination) in Polish, Biology, English

## **ADDITIONAL TRAINING AND EXPERIENCE:**

**2011:** English UK – Workshop for Directors of Studies and Academic Managers: “Developing Professional Skills.”

**2011:** Blended solution for First Certificate students – International Oxford House

**2009 – 2010:** Professional Skills for Translators and Interpreters

**2010:** Trados Workshops

**2009:** OTHM – Training Day for lecturers of OTHM.

**2009:** BCS training session for administrators of the ECDL course.

**2000:** Computer course: Windows 98, Word 2000, Excel 2000, Internet research.

**1999:** Voice Training course for teachers.

**1997 - 2009:** Seminars and workshops addressing professional development for EFL teachers.

**1996 – 1997:** General English course - FCE

Lingua Language School in Sanok, Poland

## **REFEREES:**

Peter Crooks (The Director of Studies)

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