

Sep 2015 – present (p/t & f/t freelance)

Z-PROOF EDITORIAL SERVICES, ELT & STM, International

Post: **Freelance Editor, Writer, & Project Manager**

EXAMPLES OF COMPLETED FREELANCE WORK:

KAIST (Korea) (5 yrs) – 500+ STM journal paper & thesis editing

Content Station (UK) – content developing ESP TGs for KSA

Pearson (UK) – content developing graded PTE practice tests

CUP (UK) – checking  $\alpha$  and  $\beta$  platform content

OUP (China) (2 yrs) – pm-ing a new teacher training course

HarperCollins (UK) – editing an 18-book primary series

AIWR (USA) – volunteer online tutor for Afghan females

Macmillan (UK) – writing PPT slides for employability skills videos

Seed (USA) – editing phonics, TOEIC, vocab., and reading series

Acel (Singapore) – mapping a primary grammar series to CEFR

Reallyenglish (UK) – writing online B1-level EAP & IELTS courses

CJFallon (Ireland) – writing unit samples for tender

Aug 2018 & 2019 (f/t FTC, 2 wks each, 100 hrs)

ABERYSTWYTH UNIVERSITY, Aberystwyth, UK

Post: **English Teacher (adults)**

Delivered general English course to Chinese adults.

Jun – Sep 2016 & 2017, Jun 2018 (f/t FTC, 12/4 wks each, 624 hrs)

THE UNIVERSITY OF READING, Reading, UK

Post: **Pre-Sessional English Teacher (adults)**

Prepared Chinese, Kazakh, Turkish, and Thai students to enter MBA programs at Henley Business School; with TEEP invigilation.

Sep 2015 – Dec 2015 (f/t FTC, 360 hrs)

ITALIAN ARMY WARRANT OFFICER SCHOOL, Viterbo, Italy

Post: **English Teacher (adults)**

Prepared Italian Warrant Officer cadets for the JFLT exam.

Nov 2012 – Sep 2015 (f/t)

MACMILLAN PUBLISHERS LTD, Oxford & London, UK

Post: **Commissioning Editor, Adult ELT (Skills & English for Academic Purposes list)**

Oversaw *Skillful* EAP series (ELTon 2014 finalist), *masterMind 2<sup>nd</sup> Ed* (print), and planned an online EAP skills series as well as scoping an ESP series. Market visits to Turkey, Spain, Germany. Line manager to four staff. Budget responsibility GBP250k+.

# Zoe Smith

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## SUMMARY

Two decades of English language education involvement in **teaching** (7 yrs), school **administration & management** (3 yrs), and **publishing** (10 yrs). A confident and enthusiastic all-rounder with a successful record of **organizing projects and people**.

## MAIN QUALIFICATIONS

### M.A. EDUCATION (APPLIED LINGUISTICS)

Oct 2007-Sep 2009, Open University, UK, Grade Pass

### B.A. ARCHITECTURE

Aug 1996-Jul 1999, University of Nottingham, UK & Deakin University, Australia, Grade 2:1

### TRINITY TESOL CERTIFICATE

April 1999, Oxford House College, London, UK, Grade A/B

### CAMBRIDGE DELTA MODS 1&3

2019, Grade Pass

**Jul 2010 – Jul 2012 (f/t) – Nov 2012 (f/t freelance)**

**COMPASS MEDIA [now WOONGJIN COMPASS], Seoul, S. Korea**

Post: **Acquisitions Editor**

Oversaw all production, editorial, and marketing processes for c. 15 ELT series and 420 graded readers across primary and adult.

**2008 – 2010 (p/t freelance)**

**DAMMORA INC., Seoul, S. Korea [company now dissolved]**

Post: **Writer & Editor**

Biographical commission for Korean taekwondo émigrés.

**Jun 2007 – Jan 2010 (f/t)**

**OXFORD INTENSIVE SCHOOL OF ENGLISH (OISE), Bristol, UK**

Post: **Client Services & Finance Officer**

Handled bookings, marketing, visas, finance, accomm, travel, out-of-hours calls, and soc prog. Managed GBP1m+ ASECNA aviation English contract and was accredited first aider, fire officer, and TOEIC, BULATS, RELTA invigilator. Occasional teaching.

**Mar 2007 – May 2007 (f/t FTC, 180 hrs)**

**HARROW HOUSE INTERNATIONAL COLLEGE, Dorset, UK**

Swanage, Dorset BH19 1PE, UK (TEL: 01929 424421)

Post: **English Teacher (teens)**

**Jul 2005 – Mar 2007 (f/t, 1400 hrs)**

**SOOKMYUNG WOMEN'S UNIVERSITY, Seoul, S. Korea**

Hyochangwongil, Chungpa-Dong, Yongsan-Gu, Seoul 140-742, S. Korea (TEL: +02 710-9165)

Post: **English Teacher (adults)**

**Feb 2004 – Feb 2005 (f/t, 924 hrs)**

**HYOSEONG ELEMENTARY SCHOOL, Daegu, S. Korea**

Songhyeon-Dong, Dalseo-Gu, Daegu 704-340 S. Korea (TEL: +053 636-2505)

Post: **English & Crafts Teacher (primary)**

**Aug 2001 – Feb 2004 (f/t, 3400 hrs)**

**DEBORAH ANGLO-CHINESE KINDERGARTEN, Hong Kong**

1/F, Site 2, Whampoa Gardens, Hung Hom, Kowloon, Hong Kong (TEL: +852 23628379)

Post: **English & Mathematics Teacher (very young learners)**

**Mar 2000 – Mar 2001 (f/t, 1150 hrs)**

**SHANE ENGLISH SCHOOLS, Tokyo, Japan [now Eikoh]**

Kyu Building 4F, 3-22-21Nishikasai, Edogawa-ku, Tokyo 134-0088 (TEL: +81 3 3675 7721)

Post: **English Teacher (all ages)**

## OTHER TRAINING

Workshops:

ELTjam *Digital Publishing* (2014); Kay Symons (PTC)

*Business Strategy* (2014); DIT (formerly UKTI)

*Researching Overseas Markets* (2015); Kingston University *Digital*

*Commissioning* (2015);

*360Training Management*

*Essentials* (2015); UWE Bristol

*Business School Unlocking*

*Performance Through*

*Employee Engagement*

(2019)

Certificate courses:

3 black belts (2001–2009);

SfEP Copy Editing Progress

(2017); PRINCE2 Foundation

(2018); BELS (Board of Editors of the Life Sciences) (2019);

DELTA Modules 1&3 (2019); 8-

wk British Mindfulness Institute

Course (2019)

## I.T. SKILLS

MS Office, InDesign (basic),

Photoshop, PDF mark-up

## LANGUAGES

German (adv.); French

(inter.); Japanese,

Cantonese, Mandarin,

Korean, Spanish (ele.);

Russian, Dutch (reading only)