

## CURRICULUM VITAE

Name/Surname : ..... (Mr. or Mrs. or Ms.)  
[your (first) name goes first, and your surname follows!]

Father's name : .....  
[first name only if your surname is the same]

Mother's name : .....  
[first name only if your surname is the same]

Address : [eg.: 3, Hiou st., Melissia, Athens, Hellas]  
[N.B.: the number goes before the name of street!]

Telephone No. : .....

e Mail : .....

Website(s) : .....  
[relevant to the position]

( Date & Place of Birth : [eg.: 26<sup>th</sup> December, 1966 – Athens] )  
[N.B.: optional! – if there is no age limit in a job ad, better NOT mention it]

( Marital Status : [ eg.: Single or Married] )  
[N.B.: optional! – Better NOT mention it at all]

( Citizenship : [eg.: Greek] )

**Field of Specialisation** : .....

### Career Objectives:

[ if you are not asked to send a Covering Letter with your C.V., it would be a good idea to write a very brief summary describing your Career Objectives ]

## EDUCATIONAL BACKGROUND

1990 – 1992 ..... University – U.K.  
*Field:* .....  
*Degree:* .....

1985 – 1990 University of the Aegean – Greece  
*Field:* **Design Engineering**  
*Degree:* **MEng** [ = Master of Engineering ] **or**  
**DipEng** [ = Diploma of Engineering ]

1978 – 1984 [high school name ] – Greece  
*Field:* General Education  
*Degree:* **High School Diploma** (Honours)

## PROFESSIONAL EXPERIENCE

9/2001- **present** UNIVERSITY of the AEGEAN  
 Dept. of Product & Systems Design Engineering  
*Subject:* English for Special/Academic Purposes  
 (E.S.P./E.A.P.)  
*Position:* **Tenured** Instructor – EEDiP (= Teaching Staff  
 for Univ. Special & Laboratory Courses)

9/2000- 8/2001 **State** Technical/Vocational High School of Leros  
*Subject* : General English / E.S.P.  
*Position* : Teacher (State School **Appointment**)

1998 – 2000 CARREFOUR HELLAS **S.A.** [ = société anonyme =  
 anonymous company/corporation ]  
*Subject* : English for Special Purposes (ESP) -  
 Business - to executives and employees

1993 – 1998 School of English ANTONIOU – KARAPHILIS **G.P.**  
 [= general partnership (comp. with: "limited partnership")]  
*Subject* : English (Children / Adults)  
*Position* : Owner – Director of Studies

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## OTHER or ADDITIONAL EXPERIENCE [\*1]

10/2006 – **pres.** NATIONAL CENTRE for PUBLIC ADMINISTRATION  
 & LOCAL GOVERNMENT (EKDDA)  
*Departments* : National School for Public  
 Administration, School for Local  
 Administration  
*Position* : Member of Assessment Committees  
 for final year students' theses

April'05-pres. U.O.A. & MINISTRY of EDUCATION  
*Department* : **State** Language Certificate  
*Position* : Oral Examiner (English Language)

2000 – present	BRITISH COUNCIL <i>Department</i> : Cambridge Examinations <i>Position</i> : Oral Examiner (FCE, CAE, CPE)
1991 – present	SKYLINES STUDY TRAVEL –Educational Programmes for Foreign Languages at colleges abroad <i>Department</i> : Studies <i>Position</i> : Consultant for studies abroad
1987 – 1990	ATHENS COLLEGE <i>Department</i> : English – Forensics Club <i>Position</i> : Students' Coach-Tutor

## MEMBERSHIPS AND SEMINARS [\*1]

15-16 Oct. 2010	POS EEDiP (Pan-Hellenic Federation of Univ. Teaching Staff for Special & Laboratory Courses) Pan-Hellenic Scientific Conference & Workshop – A.U.TH. <span style="background-color: yellow;">Topic</span> : “IT as a tool to improve and upgrade teaching work in Universities - Online Teaching & Training Tools - Applications in Higher Education”
7-8 Feb. 2009	UNIV. of CRETE (Heraklion) International Conference <i>Topic</i> : “Language for Specific and Academic Purposes”
2005 – present	UNIV. of ATHENS & MINISTRY of EDUCATION <span style="background-color: yellow;">Subject</span> : Seminars & Workshops <span style="background-color: yellow;">for</span> assessors & oral examiners for the State English Exam (levels A 1-2, B 1-2, C 1-2) [2-3 seminars/yr.]
2000 – present	The BRITISH COUNCIL ( <span style="background-color: yellow;">in collaboration with</span> Cambridge Univ.) <i>Subject</i> : Seminars & Workshops for assessors & oral examiners for the Cambridge English certificates (Lower, Advanced, Proficiency) [3-4 seminars/yr.]

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## OTHER QUALIFICATIONS or PERSONAL SKILLS AND COMPETENCES [\*1]

<b>French:</b>	<span style="background-color: yellow;">Qualified</span> Teacher (Diplome d' Etudes Superieures III)
<b>Spanish:</b>	Elementary level

## Computer Skills

[ or **Software Skills** ]: Windows, Microsoft Office (Word - XP, Excel, Power Point), Photoshop: **competent** user

## PUBLICATIONS

[\*1]

a. «Eysenck's Theory of I-E as Personality Dimensions and its Possible Applications to Teaching»  
TESOL GREECE NEWSLETTER, April-June 2000, **issue no.** 66, pp 16-17

b. ....  
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## REFERENCES

[ either you do NOT give the details of any referees, until you're asked to, and only state:  
**References available upon request** or, if you have already been asked to do so, you should mention 3-4 referees – in this case, give their name, position, institution/firm/etc. address or e-mail address and their phone number – look at the examples below-the name has been omitted ]

..... [Name & Surname of referee]  
(**Head** of the English Dept. – Ellinogermaniki School)  
**25** Douk. Plakendias **st.**, 152 34 Halandri, tel. ....

..... [Name & Surname of referee]  
(Prof. of English, Director of Forensics – Athens College)  
Athens College, **P.O.Box** 65005, 154 10 Psychico, tel. ....

..... [Name & Surname of referee]  
(Professor – Head of Postgraduate Programme for Foreign Students)  
University of Bristol, U.K. – Department of Education  
**35**, Berkeley **Sq.**, Bristol BS8 1JA, U.K., tel. (0117) .....

..... [Name & Surname of referee]  
(**Development Director** – Carrefour Hellas S.A.)  
63, Ag. Dimitriou st., 174 56 Alimos, tel. ....

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[\*1]: these sections can be omitted if you don't have something to write.  
Alternatively, you can include other sections according to your activities/experience. An artist or designer, for instance, could include sections such as: **GROUP EXHIBITIONS** or **INDIVIDUAL EXHIBITIONS**. In this case, instead of the words "Department:", "Position:" you can mention "**Venue**:" (where you add the name of the place/site) and/or "**Event**:" (where you add the name of the event), as well as "**Organised by**:" or "**Sponsored by**:" (and add the name of the institution or company that has organised/sponsored it).