



Europass Önéletrajz



Personal Details:

Name: **Andrea Szőke**
Date of birth: 23 February 1977
Civil status: English language teacher
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Education:

Date:	1995-2000
Degree:	M.A. in English Language and Literature, Language teacher
Company:	University of Veszprém (at present University of Pannonia)

Date:	1998-2001
Degree:	BA. in Economics, Field of Finance, Economist
Company:	University of Veszprém (at present University of Pannonia)

Professional Experience:

Date:	1st April 2013. – 31st March 2015.
Position:	TÁMOP 4.1.2.D-12/1/KONV-2012-0017 „Development of a foreign language training system at University of Pannonia” project language teacher, curriculum developer
Tasks:	Complex development of business English training and foreign language education Developing the curriculum of business English Conducting pilot courses in business English
Company:	University of Pannonia, Language Teaching Centre

Date:	1st January 2013. – 31st November 2013
Position:	GOP-1.3.1-11/B-2012-0020 „Making a Mobile Language Learning Centre” project curriculum developer
Tasks:	Developing English language teaching tasks for mobile devices and smart phones
Company:	Combit Számítástechnikai Zrt., 1145 Budapest

Date:	From 2012
Position:	Language Exam Accreditation Board, expert
Tasks:	Quality assurance inspection and review of language examination systems Checking the operation of the examination centres according to their internal operating procedures Attending and checking exams
Company:	Educational Authority, Language Exam Accreditation Centre, 1055 Budapest

Date:	February 2011 – 31st November 2012.
Position:	TÁMOP-4.1.1.A-10/1/KONV-2010-0006 „Complex student, institutional and labour market service development at University of Pannonia” subproject leader
Tasks:	Developing institutional foreign language communication channels Developing a foreign language university portal for the internationalization of the institution Content Development of Multimedia Starter Pack and International Website
Company:	University of Pannonia, Language Teaching Centre

Date:	2008-2011
Position:	Business English group leader
Tasks:	Organizing and conducting language groups; teaching economics and tourism technical language; arranging and conducting language proficiency tests, final exams, supervising the compilation of materials, conducting educational activities
Company:	University of Pannonia, Institute of Foreign Languages

Date:	From 2003
Position:	Member of the language exam board, language examiner
Tasks:	Language examination in ELTE Origó, Pannon, Lexinfo, BGE, Oeconom, Dexam language exam systems
Company:	BGE, Corvinus University, University of Pannonia, University of Debrecen, ELTE

Date:	From 2001
Position:	Technical language teacher (Business English, Tourism, IT, Medical language)
Tasks:	Teaching Business English, Tourism, IT, Medical language
Company:	University of Pannonia, Institute of Foreign Languages

Trainings:

Date:	4th-8th September 2013
Training:	BAAL Conference, International Training Course
Company:	Heriot-Watt University, Edinburgh, Scotland

Date:	25th February 2013. – 1st March 2013
Training:	EU expert, EU English technical language course
Company:	TEMPUS Közalapítvány

Date:	September – November 2009
Training:	PROFEX medical language course
Company:	POTE, Pécs

Date:	June 2009
Training:	LSI Online language teaching course, e-teaching, e-education
Company:	LSI, IT Educational Centre

Date:	From 2003
Training:	Language examiner titles (ELTE Origo, Pannon, Lexinfo, BGE, Corvinus/Oeconom, Dexam)
Company:	BGE, Corvinus University, University of Pannonia, University of Debreceni, ELTE

Publications:

1. Viczena, Andrea-Szőke, Andrea. „New 1000 Questions 1000 Answers Business English”, Székesfehérvár: Lexika Kiadó, (2014)
2. Szőke, Andrea – Viczena, Andrea. 1000 Questions 1000 Answers Tourism, Székesfehérvár: Lexika Kiadó, (2005)
3. Viczena, Andrea-Szőke, Andrea – Molnár, Judit. 1000 Questions 1000 Answers Business English, Székesfehérvár: Lexika Kiadó, (2003)