



Olha Chaikovska

Work permit: Ukrainian | **Date of birth:** 04/10/1977 | **Place of birth:** Drezden, Germany |

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ABOUT ME

Associate Professor, Candidate of Philological Sciences (PhD equivalent), and Head of the Department of Foreign Languages with extensive experience in secondary and higher education. Specialised in English for Specific Purposes, Business English, and Academic English, with a strong background in curriculum development, academic management, and quality assurance. Actively involved in international programmes, Erasmus initiatives, grant-funded and interdisciplinary projects, academic conferences, and professional development. Author of peer-reviewed publications indexed in Scopus and Web of Science, and experienced in academic leadership, digital learning platforms, and inclusive teaching practices.

EDUCATION AND TRAINING

01/09/1994 – 24/06/1999 Kamianets-Podilskyi, Ukraine

TEACHER OF RUSSIAN AND ENGLISH, AND FOREIGN LITERATURE Kamianets-Podilskyi Ivan Ohienko National University

Website <https://kpnu.edu.ua/> | **Level in EQF** EQF level 6

01/09/2005 – 30/06/2006 Kamianets-Podilskyi, Ukraine

MASTER OF EDUCATION, TEACHER OF ENGLISH AND FOREIGN LITERATURE Kamianets-Podilskyi Ivan Ohienko National University

Website <https://kpnu.edu.ua/> | **Field of study** Language acquisition | **Level in EQF** EQF level 7

01/09/1999 – 18/07/2000 Kamianets-Podilskyi, Ukraine

SPECIALIST IN ACCOUNTING AND AUDITING, ACCOUNTANT Higher Educational Institution "Podillia State University"

Field of study Business, administration and law | **Level in EQF** EQF level 8

29/08/2011 – 28/04/2015 Kamianets-Podilskyi, Ukraine

CANDIDATE OF PHILOLOGICAL SCIENCES Kamianets-Podilskyi Ivan Ohienko National University

Website <https://kpnu.edu.ua/> | **Field of study** Literature and linguistics | **Level in EQF** EQF level 8

WORK EXPERIENCE

ESOL TEACHER – CITY LYZEUM – 01/09/2000 – 29/08/2011 – KAMIANETS-PODILSKYI, UKRAINE

Instruction and Pedagogy

- Taught English language courses to senior high school students (grades 10–11) in specialized tracks, including **Physical-Mathematical, Chemical-Biological, and Historical-Legal profiles**.
- Delivered lessons in General English, Theoretical Phonetics, Grammar, Lexicology, and Practical English, adapting content to students' academic specialization.
- Employed diverse and effective pedagogical strategies to foster language proficiency, critical thinking, and analytical skills.
- Prepared and conducted lectures, seminars, and practical language sessions according to the school curriculum and schedule.

Curriculum and Assessment

- Designed and implemented lesson plans, teaching materials, and assessments in accordance with school standards and learning objectives.

- Developed and administered fair, evidence-based evaluations, including quizzes, exams, essays, and oral presentations, providing timely and constructive feedback.
- Participated in curriculum review and modernization efforts to improve the effectiveness and relevance of English instruction for specialized classes.

Student Support and Mentorship

- Held regular consultations and tutoring sessions to support students' language learning, academic development, and preparation for examinations.
- Guided students in developing effective study strategies and English communication skills tailored to their specialization.

School and Departmental Service

- Actively participated in departmental meetings, pedagogical seminars, and professional development workshops.
- Contributed to the organization and administration of school-level English proficiency assessments and academic events.

ENGLISH LANGUAGE TEACHER – HIGHER EDUCATIONAL INSTITUTION "PODILLIA STATE UNIVERSITY" – 01/09/2015 – 29/08/2024 – KAMIANETS-PODILSKYI, UKRAINE

Instruction and Pedagogy

- Delivered English language instruction, including General English, English for Specific Purposes (ESP), and Business English, to senior high school and specialized students.
- Applied varied, student-centered teaching methodologies to enhance language proficiency, critical thinking, and communicative competence.
- Prepared and conducted lessons, seminars, and practical workshops in line with curriculum requirements and school schedules.
- Actively participated in seminars, webinars, and professional development events to continuously improve instructional practices.

Curriculum Design and Assessment

- Developed and updated syllabi, lesson plans, and educational materials aligned with school and departmental objectives.
- Created and administered fair, transparent assessments, including quizzes, exams, written assignments, and oral presentations, providing constructive feedback to students.
- Contributed to curriculum review and modernization, ensuring the integration of contemporary teaching approaches and interdisciplinary content.

Student Support and Mentorship

- Offered one-on-one consultations and tutoring to support students' academic progress and language development.
- Guided students in formulating effective learning strategies, preparing for examinations, and developing professional communication skills.

Academic, Administrative, and International Engagement

- Reviewed and peer-reviewed academic publications for university journals.
- Translated official documents, including diplomas and diploma supplements, to support academic administration.
- Participated in international programs and projects, including:
 - MASHAV Israel – online tele-bridge between Israeli students and high school students in my classes;
 - Collaboration with the Peace Corps;
 - Team-teaching initiatives and joint interdisciplinary projects;
 - Erasmus K17 program and Erasmus International Week in Spain.
- Managed administrative responsibilities, such as maintaining student records, reporting grades, and facilitating online learning through Moodle, Google Classroom, and Zoom.

HEAD OF UNIVERSITY DEPARTMENT – HIGHER EDUCATIONAL INSTITUTION "PODILLIA STATE UNIVERSITY" – 28/08/2024 – Current – KAMIANETS-PODILSKYI, UKRAINE

1. Academic and Administrative Leadership

- Strategic Planning: Develop and implement the department's strategic vision, goals, and operational plans, ensuring alignment with the university's mission and priorities.
- Curriculum Oversight: Monitor and maintain the quality and integrity of all foreign language programs (English, French, German, and Latin), review syllabi, lesson plans, and Moodle courses, and lead periodic program evaluations and accreditation processes.
- Scheduling and Operations: Coordinate course scheduling, classroom assignments, and faculty workload distribution across all language programs and levels.
- Digital Initiatives: Initiate and implement online platforms and digital tools for foreign language learning to enhance student engagement and remote learning capabilities.

2. Faculty and Staff Management

- **Personnel Decisions:** Oversee recruitment, retention, promotion, and tenure processes in accordance with institutional policy.
- **Evaluation and Mentoring:** Conduct annual performance reviews for faculty and staff; mentor junior colleagues in teaching, research, and service.
- **Conflict Resolution:** Address and resolve departmental issues, including faculty and student concerns, ensuring a professional and collaborative environment.

3. External Representation and Development

- **Liaison and Networking:** Serve as the primary liaison between the department and college administration, other departments, and external stakeholders.
- **Conferences and Academic Events:** Organize and host departmental conferences; act as co-organizer and speaker in national and international academic events with departmental participation.
- **Reporting and Documentation:** Prepare departmental reports, track academic program progress, and ensure compliance with internal and external standards.
- **Grants and Funding:** Identify and pursue external funding opportunities, including grants, to support departmental initiatives and student engagement.
- **International Programs:** Participate in international academic management programs, including the 2025 Academic Managers Program, Erasmus initiatives, and projects focused on inclusive teaching practices.

4. Recruitment, Outreach, and Student Engagement

- Lead efforts to recruit and retain students, promoting the value of foreign language education within the university and local community.
- Facilitate interdisciplinary collaboration between faculty and students to support innovative learning experiences and research opportunities.