CURRICULUM VITAE

Michael J. Sabo

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| **Phone: +421 (902) 225-490**  [**michaelsabo30@gmail.com**](mailto:michaelsabo30@gmail.com) | **Salviova 36**  **82101 Bratislava, Slovakia** |

**WORK EXPERIENCE**

**Lecturer of Professional English**

**The College of Central Europe**

**Mytna 5, Bratislava, Slovakia**

**August 2021 – Present**

**Main Job Tasks and Responsibilities**

* Teaching Advanced and Intermediate students grammar, vocabulary, CV writing, university style reports and essays, progress evaluation, etc.

**Proofreader**

**Geologica Carpathica**

**Proofreader and Editor**

**Dúbravská Cesta, Bratislava, Slovakia**

**+421 (02) 3229 3204**

**September 2021 - Present**

* Proofreader and editor of scientific articles for publication.

**Proofreader**

**JT Lingua**

**Antolska Cesta 6, Bratislava, Slovakia**

**+421 905 512 666**

* Proofreading of a variety of materials including entire books, e.g., ***Traces of the Virgin Mary in Post-Communist Europe***, Zachar-Podolinská (2019)

**Lecturer of Professional English**

**Faculty of Natural Sciences**

**Comenius University, Bratislava, Slovakia**

**September 2014 – 2021**

**Main Job Tasks and Responsibilities**

* Teacher of scientific and professional English to students of all degree levels, especially doctoral students; UniCert and Cambridge IELTS; I designed the syllabus and wrote the textbook used for ***Professional Writing and Oral Communication*** for doctoral students – Instruction of resumé writing, cover letters, letters to publishers and grant governing bodies, poster design, writing of research papers and articles for publication, online and face-to-face presentations, and preparation of students for SVK (Student Scientific Conference).
* Course preparation and student evaluations.
* Proofreading and translation of scientific works for students, researchers, professors, and associate professors of various departments of the Faculty of Natural Sciences and other faculties of Comenius University and the Slovak Academy of Sciences.
* Tutoring of Faculty members and students, either in groups or individual settings.
* Creator of YouTube channel, “Professor Mike” during Covid-19 pandemic – online instructional lessons and seminars for PhD students of the Faculty of Natural Sciences – over 95 subscribers and more than 30 instructional videos.
* Assisting with updating of the university’s website in English.
* Author and co-author of 3 textbooks used for Professional Writing and Oral Communication courses.
* Assisting foreign students with registration as well as other problems that arise throughout their studies.

**Lecturer of Scientific English**

**Chemickotechnologická fakulta**

**Slovenská Technická Univerzita v Bratislave**

**September 1995 – 2000**

**Main Job Tasks and Responsibilities**

* Course instructor of scientific English for students of bachelor programmes.

**Social Worker, Mission Services of London**

**London, Ontario, Canada**

**September 2004 - December 2011**

**Main Job Tasks and Responsibilities**

* Helping homeless and individuals in need with shelter, counseling, rehabilitation, and financial assistance.
* I worked as a liaison between the shelter and a variety of social service agencies
* Assisted clients in the community with job search, resumé workshops, apartment search, opening of bank accounts, family unification

**EDUCATION**

* 2006 - 2009 - Degree in Social Work, Fanshawe College, London, Canada
* 2020 - 2021 – TESOL/TEFL Certification, World Tesol Academy – United Kingdom Accreditation
* 1988 – 1991 – Undergraduate studies in sociology, Carleton University, Ottawa, Canada

**COMPUTER SKILLS**

* Microsoft Office 365, Excel, Microsoft Teams, ZOOM,

**SKILLS AND INTERESTS**

* Languages: English (Native), Slovak B2, Czech B2, French B2
* Leadership, collaboration, efficiency, professional manner and rapport with people
* I enjoy reading, hiking, music, travel, food, history

**ADDITIONAL INFORMATION**

I am a permanent resident of the Slovak Republic with the status of *Slovak Living Abroad*, as well as a registered tax payer in the SR.