

Tanja Szabo

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RELEVANT SKILLS

Instruction, Mentoring

- Delivered communication training aligned with **U.S. Department of State standards** to domestic and international personnel through in-person courses and virtual instruction, ensuring consistency with federal communication protocols.
- Instructed career development and professional communication skills under the **U.S. Department of Defense-funded National Security Education Program (NSEP)**, including advanced training in public speaking and presentations for scholarship recipients preparing for global assignments.
- Designed and delivered advanced **Listening, Speaking, Reading, and Writing (LSRW)** courses for graduate-level non-native English speakers at Johns Hopkins University SAIS, supporting high-level academic and professional language performance.
- Served as **Certified IELTS Examiner and Examiner Trainer (Cambridge University/British Council)**; conducted 3,000+ speaking and writing assessments and trained 100+ examiners to ensure scoring accuracy, standardization, and alignment with international testing protocols.
- Developed and delivered **IELTS preparation, academic writing, and Business English programs instruction and courses** across in-person, hybrid, and virtual formats, supporting learners in achieving target proficiency scores for academic admission and professional advancement.
- Provided English language instruction and training across diverse international contexts, including the UK, Ecuador, and global online platforms, with extensive experience teaching students from **East Asia, Latin America, the Middle East, and Europe**, and adapting instruction to varied cultural and learning expectations, particularly in high-stakes examinations (IELTS), graduate programs, and overseas study preparation.

Program Management and Curriculum Development

- Designed and launched a **200+ hour online TEFL Certification Program** at Georgetown University, applying the ADDIE instructional design framework to ensure structured learning outcomes, assessment alignment, and scalable delivery.
 - Directed and managed comprehensive language training programs serving **300+ students**, including curriculum planning, faculty supervision, performance evaluation, and academic advising, ensuring high standards of instructional quality and learner achievement. Developed and implemented **customized language training solutions** for both group and individual learners, aligning curriculum with specific academic, professional, and business objectives across international contexts. Led recruitment, training, and evaluation of instructional staff; conducted faculty development workshops to standardize teaching practices and improve instructional effectiveness across programs. Designed and delivered a **160-hour TEFL Certification program**, supporting teacher qualification and professional development within an accredited institutional framework.
 - Coordinated with accreditation bodies to achieve and maintain institutional accreditation, ensuring compliance with academic standards and quality assurance requirements. Contributed to **20% growth in student enrollment within 9 months** through strategic curriculum expansion, program development, and alignment with market demand.
 - Collaborated cross-functionally to establish and manage the **first U.S.-based IELTS Testing Center** at Inlingua, ensuring standardized test delivery, examiner coordination, and effective communication of results in accordance with international testing protocols.
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PROFESSIONAL EXPERIENCE

National Foreign Affairs Language Center, US Department of State, Arlington, VA

2025-2026: *Deputy Course Chair Coordinator – Office of Management Communication Training*

Georgetown University, Washington, D.C.

2020-2025 *Associate Professor - Career Skills Development, English for Heritage Language Speakers Program*

2013-2019: *Full-Time Instructor - EHLS Professional Oral Communications English for Heritage Language Speakers Program; Ritsumeikan University Law Program; Tokyo Metropolitan University Program*

2007-2008: *Curriculum Developer*

2005-2007: *Adjunct Professor*

AECOM Management Services, Chantilly, VA

2019: *Full-Time Editor*

The Johns Hopkins University (SAIS), Washington, D.C.

2007- 2018: *Adjunct Professor*

IELTS International/ British Council/ University of Cambridge

2002-2020: *Examiner, Examiner Trainer, Course Developer, Center Administrator*

Inlingua School of Languages, Arlington, VA

1998-2005: *Various Managerial, Evaluative, Administrative, and Instructional Roles Held*

EDUCATION

Master of Arts in Applied Linguistics, *George Mason University*

Master of Arts in Cultural Geography, *George Washington University*

Bachelor of Arts in International Affairs, Latin American Studies *George Washington University*

CERTIFICATIONS

IELTS Examiner Trainer; IELTS Examiner – Cambridge University/British Council

DELTA, CELTA – Cambridge University

Instructional Design- LinkedIn Learning Certification

Instructional Design Needs Analysis- LinkedIn Learning Certification

LANGUAGES AND OTHER SKILLS

Technology Proficiencies: MS Office 365 Suite and apps; Google Workspace and apps; Blackboard, Canvas; Canva, Articulate, Stream, Zoom; Slack; AI platforms and integrated tool development for instructional use

Languages: Spanish (proficient); German, French (conversational)

Publications available upon request.