

Eric Hallett

Independent Education Consultant

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PROFESSIONAL PROFILE

Thirty years of experience in education, specializing in academic writing, academic and language test preparation, and university placement assistance

RELEVANT EXPERIENCE

11/17 – present **SELF EMPLOYED**, Jakarta, Indonesia and Athens, Georgia
Independent Education Consultant

- Assisted students with university admission applications and preparation for language and academic entrance examinations
- Taught students how to confidently respond to the academic interview for university placement
- Collaborated with leading organizations in selecting scholarship recipients and preparing the recipients for overseas study

02/14 – 11/17 **PT EDUPAC PRIMA SUKSES** (Kaplan franchise), Jakarta, Indonesia
Academic Coordinator, Instructor

- Taught all courses including academic test preparation, language test preparation, and business English
- Taught workshops on and assisted students with the university application process i.e. the résumé, personal statement, essays, recommendation letters, and personal interview
- Developed and updated customized curriculum for all non-franchise courses i.e. Academic Writing, Business English, etc.

07/09 – 02/14 **SELF EMPLOYED**, Buffalo, New York
Instructor, Tutor, Editor

- Assisted international university students with classroom assignments when writing or speaking proficiency was required
- Edited international student and faculty writing including essays, term papers, theses, dissertations and articles for publication

07/05 – 06/09 **PT PACIFIC EDUCOM** (Kaplan franchise), Jakarta, Indonesia
Instructor

- Taught corporate communications classes, business writing, academic writing, and general English courses for adults
- Prepared students for GMAT, GRE, and SAT university entrance examinations

07/04 – 06/09 **SELF EMPLOYED**, Jakarta, Indonesia
Consultant and Trainer – Business Communications in English

- Taught classes and workshops in Business English and Managerial Communications to numerous Indonesian companies
- Wrote and edited different types of corporate publications

06/04 – 06/09 **PT EOS ANTAR BUDAYA**, Jakarta, Indonesia
EXECUTIVE ORIENTATION SERVICES
Instructor

- Conducted cross-cultural programs for expatriate executives on successful business practices in Indonesia
- Analyzed executive cultural compatibility using standard assessment measures and advised companies on relocation considerations

07/99 – 06/04 **PRASETIYA MULYA GRADUATE SCHOOL OF MANAGEMENT**, Jakarta, Indonesia
Department Head, Business English Center
Lecturer, International Comparative Management

- Created graduate-level managerial communications program taught to over 450 students
- Supervised all aspects of the Business English Program including planning, staffing, curriculum development, and instruction
- Taught special topics to executive students on cross-cultural management and cross-cultural communications

12/97 – 06/99 **ELS LANGUAGE CENTERS**, Jakarta, Indonesia
Instructor

- Taught corporate and public students in both business and general language courses including GMAT Preparation, TOEFL, American and British Business English, and conversation
- Created examinations now used as standard on-site corporate tests for American and British Business English

09/96 – 11/97 **JAVATRANSIT CONSULTING**, Jakarta, Indonesia
Country Manager

- Supervised project planning, research activities, and business relations for start-up consulting firm specializing in industry analysis and market research
- Advised Managing Director in Canada regarding range of services, market research methods, pricing, budgeting, and strategic planning for Indonesia

05/94 - 08/94 **PT TELEKOMUNIKASI INDONESIA**, Bandung, Indonesia
Visiting Faculty, Bandung Graduate School of Management

- Developed business plan for educational partnership with Delft University in the Netherlands
- Negotiated corporate sponsorships for national telecommuting seminar held in Jakarta
- Taught graduate management class on the Management of Service

09/86 - 06/88 **ORANGE COUNTY DEPARTMENT OF EDUCATION**, Costa Mesa, California
Environmental Program Specialist (Program Director)
Orange County Outdoor Science Schools

- Supervised outdoor school site with staff of eleven and approximately 100 students
- Evaluated and improved staff performance and curriculum
- Organized and lead teaching activities and staff development

EDUCATION

May 1995 **UNIVERSITY OF SOUTHERN CALIFORNIA**
Los Angeles, California
Master of Business Administration
Concentrations: International Business, Management & Organization

May 1991 **UNIVERSITY OF SOUTHERN CALIFORNIA**
Los Angeles, California
Bachelor of Arts Major: Psychology
Phi Beta Kappa
Psi Chi - The National Honor Society in Psychology
Research Emphasis: Social Psychology / Intergroup Relations

ADDITIONAL INFORMATION

I have a solid reputation among professionals in the test preparation and student placement field. In addition, I offer strong connections to a network of organizations that provide and utilize training and education for potential overseas students and scholarship recipients.