

# Vic Kostrzewski

Learning designer | Digital producer | Commissioning | Translation

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## EXPERIENCE

### **The Open University, UK — Digital Content Producer**

JULY 2021 - PRESENT

- Liaising with subject matter experts, academics, and colleagues to create and publish content for OpenLearn – the OU's free learning initiative
- Planning and commissioning innovative educational resources for OpenLearn Ireland in response to audience research, user feedback, and learner needs
- Creating, publishing and editing educational articles, interactives, audio and video content using a variety of platforms

### **FutureLearn, UK — Learning Designer**

AUGUST 2022 - MARCH 2023

- Built and improved courses forming part of assigned portfolio
- Liaised with in-house team and external stakeholders to clearly communicate best practice in designing course materials
- Shared knowledge about market research, methodologies and new FutureLearn developments internally and externally

### **Newgen Publishing, UK — Senior Project Manager (maternity cover)**

DECEMBER 2020 - JUNE 2021

- Managed team, delivery and budgets on a busy Pearson account
- Liaised with clients to successfully manage and deliver print and digital education projects
- Contacted external and internal suppliers to discuss scope and delivery
- Prepared and updated project documentation

### **Macmillan Education, London — Commissioning Editor (2019–20) / Development Editor (2015–18) / Sales Consultant (2012–15)**

- Managed delivery of 28 digital components of a Primary course
- Commissioned and briefed print and digital Primary authors
- Managed a team of 3–5 in-house and freelance editors
- Developed research, strategy, and prototypes for new courses
- Costed, commissioned, and delivered a 6-level workbook series
- Developed, reviewed and published an ELTon-nominated course
- Managed and liaised with print and digital authors across 4 levels
- Collaborated on research, Scope and Sequence, and course outline
- Responsible for 300 annual sales visits and key relationships
- Organized own workload and liaised with sales and marketing colleagues during busy sales seasons

## SKILLS

Commissioning and list management

Learning design

Digital authoring

Market research

ELT / ESOL teaching and teacher training

Curriculum and course development

Translation (commercial and literary, PL-ENG-PL)

## SYSTEMS

Learning design and digital authoring:

Moodle / Articulate / Riverside.fm / Learnosity / Drupal / Elucidat / RCF / CAPE

Markup and editing:

Adobe Acrobat / InCopy / Markdown

Other: HTML / CSS / Wordpress / GitHub / XML / CRM

## LANGUAGES

Polish, English, Silesian (native), German (C1), Portuguese, French (A1)

## **Hodder Education, London — *Commissioning Editor***

JANUARY 2018 - SEPTEMBER 2019

- Managed performance and delivery of International Primary list
- Commissioned and briefed authors for a new 6-level ESL course
- Delivered a digital Question Bank product across 4 subjects
- Successfully liaised with reviewers from accreditation body
- Contributed to Hodder's long-term strategy and development
- Collaborated on research, Scope and Sequence, and course outline

## **Community Action for Refugees and Asylum Seekers, UK — *ESOL Teacher (volunteer)***

OCT 2015 - MAR 2016

- Planned, prepared and delivered ESOL lessons to groups of refugees and asylum seekers of various backgrounds and nationalities
- Responded to day-to-day demands of working with young / vulnerable learners in a small charity

## **Various locations, PL / UK — *Teacher, Trainer, Translator, Academic Manager***

SEPTEMBER 2006 - JULY 2011

- Taught English to all ages and levels in state / private settings
- As Academic Manager, line-managed busy teams of full-time and part-time teachers at language schools and summer language courses
- Authored and delivered my own programme of courses for Applied Translation Studies and English For Academic Purposes
- Liaised with academic / teacher teams to take part in training opportunities, and deliver CPD programs
- Took responsibility of own professional development by gaining additional teaching / assessment qualifications

## EDUCATION

**University of Silesia, PL / York St John University, UK — MA (English)**

OCT 2001 - JUL 2006 (ERASMUS 2005)

**Cambridge Assessment English, PL/UK — CELTA (*Certificate in English Language Teaching to Adults*) and DELTA (*Diploma in English Language Teaching to Adults*)**

2009 - 2012

**Stonebridge Associated Colleges, UK — *Diploma in Joint Life Coaching and Professional Counselling***

2014

**Coursera, UK/US/AUS — *Certificates in Learning to Teach Online and Introduction to Psychology as a Science***

2014

**Publishing Training Centre, UK — *Commissioning & List Management Course***

2018

**APMG International — *Agile PM Foundation***

2020

**University of Edinburgh / FutureLearn — *How to Create an Online Course***

2021