

Curriculum Vitae

Name Eileen Marie Crawley
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Date of Birth 20 March 1951
Nationality British (Permanent Resident in Malaysia – no need for work permit)

Academic Qualifications

2008 Certificate in Coaching, the Coaching Academy, UK
1999 **Master of Science in Training and Human Resource Management, University of Leicester, UK**
1998 Member of the Malaysian Institute of Management
1990 Teachers Diploma in Public Speaking, (LGSM)
Guildhall School of Music and Drama, London, UK
1973 Bachelor of Arts with Honors in Social Studies, (Economic History and Sociology)
University of East Anglia, U K

*I am looking for **opportunities** to return to career focused on **corporate training and consulting** in HRM & Organizational Behaviour, International Management, International Cultural Awareness & Adaptation to Globalisation, in Malaysia. I have fifteen years' experience conducting **in-house corporate training programmes in Malaysia & Spain** particularly in the area of business communication, as well as facilitating MBA seminars in the UK, Europe and Malaysia on HRM & OB. I am available from April 2010*

Current Employment

July 2008 – date: Oxford University Press, UK

Author. I have a contract to write a university text book on **International Human Resource Management**. This book is nearing completion but I would like to meet other academics & professionals in Malaysia with an interest in International Business and Human Resource Professionals in international companies, to keep me up to date with key contemporary employment issues in Asia.

March 2010 to date

MBA Facilitator. I have recently been contracted to do MBA lecturing in Human Resource Management for the University of Derby, U.K., the University of Ballarat, Australia, and Change Management for the Paris Graduate School, France, in Malaysia. I have recently taught Global Employment Relations for the MBA programme of the University of Southern Queensland and I am currently teaching HRM for the University of Ballarat, Australia, MBA again.

Recent Employment

January 2009 – December 2009 Unity College International, Petaling Jaya Malaysia

Senior Lecturer, HRM, Organisational Behaviour and Change Management

I was responsible for managing and teaching students at **both undergraduate and MBA level** doing courses with Ballarat University Australia and the University of Wales, UK. This involved preparing unit contents and assignments at MBA level and conducting units as prescribed by the partner universities. Responsibilities included lecturing, leading tutorials, marking assignments and maintaining contacts with the overseas course leaders. Students come from Malaysia and overseas.

Sept 2003–July 2008 University of Bournemouth Business School (www.bournemouth.ac.uk)

Senior Lecturer Human Resource Management and Organisation Studies and Programme Leader
I was responsible for coordinating a team of lecturers, and personally preparing and delivering courses on International HRM, Professional Development, Organisation Studies and Change Management. I had administrative, counselling and coordination responsibilities for a group of approximately 15 lecturers and 100 students, including many international students, as Top-Up Degree, Programme Leader (BA Honours in Business & Management & BA Honours in International Business Communication)

July 2003- August 2003, Metro Education, Shanghai, PR China (www.metro-education.com/ept) Training Director/Temporary Consultant. I advised the directors on developing the corporate language training activities of the group.

Aug 2002 – July 2003, St Michael’s College, U.K. (www.kingsgroup.com – in Jiaxing PR China).
Course Director, Foundation Programme. I developed an English language programme for high school students who were hoping to progress to UK universities in the future. Lack of support by the programme by the Chinese joint venture partner led to its demise. An interesting experience which provided an insight into practicalities of international business joint ventures, work and life in China.

Employment in Spain (1999-2002)

October 2000 to Aug. 2002, The Open University Business School, UK
Associate Lecturer for the MBA course Foundations for Senior Management. In charge of **Madrid, Vienna & Brussels** Groups. Presenting seminars and case-study tutorials; providing personal, e-mail and correspondence tuition on Human Resources, Organizations, Structure and Culture, Change Management.

March-May 2002, Institute for Executive Development, Madrid
Lecturer, Human Resource Management, International MBA
Developing and presenting a module on HRM and OD using theoretical concepts and a case-study approach for a group of bi-lingual international students.

March 2001 –March 2002, Resource Development International, Madrid
Management Trainer, In-Company and Public Programmes.
Developing and presenting management training seminars of **The University of Leicester, UK**, to corporate clients and groups of senior executives in Madrid. Conducting seminars for MBA students.

February 2001 – June 2001, The European University, Madrid
Bachelor of Business Degree, Lecturer in Management in the Service Industry
Developing a course from a basic outline incorporating theoretical concepts, case-studies, industrial visits, report writing and presentations for international students. Evaluating students’ performance.

October 1999 to July 2001, Kings College, Madrid & Self-Employed Contracts
Business English Trainer for Senior Corporate Executives.
Providing English classes to senior executives to develop their speaking and writing skills. Senior executives taught were from Deutsche Bank, BBVA, Telefonica, ONCE, Iberdrola, Mahou, Puertos del Estado, N H Hoteles, AENA, Ferrovial & Grupo Aragonesas, among others.

Employment in Malaysia (1985-1999)

1988-1999, The Bangsar English Language Centre, Kuala Lumpur, Malaysia.

Director and Training Consultant (Self-employed)

Management & Teaching Responsibilities:

Management of an English language centre employing up to ten staff providing public English language programmes and customised training programmes for corporate clients. Including:

Lucent Technologies, Telekom, Caltex, Shell, Petronas, Minolta, Canon and major Malaysian banks, insurance companies and government departments. Designed and conducted public English programmes for adults and students of all nationalities. Prepared students for TOEFL, IELTS and Trinity College London examinations.

The Bangsar English Language Centre, Kuala Lumpur

Consultancy Activities (1997 - 1999):

Consultant & Head of the English Department of the **International College of Music**, Devised English programmes for an accredited Diploma Transfer Programme with **Berkeley College of Music, Boston, USA & BA University of Westminster, London U. K.** Designed placement examinations and taught courses in English as a Second Language, English Language, Literature and Business Communications to undergraduates.

1985-1988, College of Preparatory Studies, Institute Technology Mara, Shah Alam, Selangor, Malaysia

Senior English Lecturer.

Designed and conducted courses for students taking the "O" level and IELTS examinations. Designed Syllabus, materials and examinations. Facilitated marking workshops. Provided guidance to local teachers of English on grammar and usage and marking standards.

I took a career break from 1978-1985 while I looked after my two children. I moved to Malaysia in 1981.

Employment in the UK (1973-78)

1974-1978, Professional and Executive Recruitment, Department of Employment, London, England

Recruitment Consultant

Promoted the recruitment services of the agency by visiting corporate clients in central London. Gained a detailed understanding of executive job functions in industry and commerce. Attended Sales Presentation Skills courses to assist in my marketing function

1973-1974, British Home Stores, London, England

Assistant Staff Manageress

Obtained exposure to all aspects of personnel management and training in the retail sector. Attended in-house retail training course and qualified as an in-store trainer.

Additional Skills and interests

Computer literate – regular user of Microsoft Office programs and the Internet
Languages - Native speaker of English. Spanish spoken at Advanced level.

Toastmasters International: I am an active member of this Public Speaking organization

Hash House Harriers Kuala Lumpur - Committee Member 1995-1999

Rotary International Brickfields Kuala Lumpur, Member 1998-1999