

BERNA MUTLU
Postdoctoral Bridge Program
Hough Graduate School of Business
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EDUCATION

University of Florida Gainesville, FL

Postdoctoral Education in International Business and Entrepreneurship, 2011 (Initiated and sanctioned through the AACSB International—The Association to Advance Collegiate Schools of Business)

Ph.D. in Curriculum and Instruction (ESOL/Multilingual and Multicultural Education), 2010

M.Ed. in Curriculum and Instruction, 2003

Middle East Technical University, Ankara, Turkey

MA in English Language Teaching, 1999

BA in Foreign Language Education, 1997

PROFESSIONAL EXPERIENCE

UNIVERSITY OF FLORIDA, Gainesville, FL

August 2006-Present

Director of Postdoctoral Bridge to Business Program, Hough Graduate School of Business January 2009 - Present

- Monitor admissions of applicants
- Coordinate selection of course materials with faculty and organize classroom schedules
- Create and prepare promotional materials, setting up web pages, preparing videos for increased online presence
- Represent the program at different conferences, responding to inquiries about the program through phone calls and emails
- Collaborate with deans and chairs from different universities in PDBP job placement efforts and promotion of the program
- Contact students about job opportunities and potential employers with information about PDBP graduates
- Collect and disseminate information among students, faculty, and staff about course materials, computer access, UF library access, access to online learning modules through Sakai, timely completion of assignments, etc.
- Maintain information flow with the AACSB about the new participants and the graduates, job placement records of the PDB graduates, cultural, gender, and racial diversity records of graduates, graduates' salary rates, current participants' questions about AACSB regulations, AACSB web and print publications about the PDB program
- Coordinate on-site sessions during the program
- Keep track of tuition payments

Adjunct Instructor, College of Education

August 2006 – Present

Classes Taught: ESOL Strategies for Content Area Teachers, ESOL Curriculum, Methods, and Assessment

Student Group: Graduate and Undergraduate Students in School of Teaching and Learning.

- Designed curriculum content and assessment tools
- Prepared instructional objectives and lesson plans
- Designed individual and collaborative tasks for conceptual development
- Prepared instructional materials

- Coordinated field placement for teacher candidates
- Designed and incorporated distance education tools and materials to augment instruction
- Prepared tests and other forms of classroom assessment tool

FAULKNER PRESS LLC, Sarasota, FL

January 2001- August 2006

Co-Founder and Director of Instructional Materials Design and Development

- Directed staff with design, development, and production of educational materials
- Coordinated content development by communicating with professors
- Illustrated content materials that accompany texts and video lectures (illustrations of organs, bones, rocks, dinosaurs, plants and graphical representations of dense texts with charts and visual organizers)
- Designed educational materials on the computer for books and CDs, such as page layouts for web pages, interactive multimedia software, etc.
- Edited videos of professors' lectures, video-footage from museum or site visits, and documentaries with copyright clearance for enriching the content of course materials
- Edited content in the textbooks and PPT and video slides prior to publishing
- Designed web pages that represent the company and the products.

UNIVERSITY OF FLORIDA, Gainesville, FL

August 2000 - May 2002

Instructional Designer

January - May 2002

Project: Educational Material Preparation and Design for the Enriching Content Area Classes Project

- Compiled, edited, and illustrated content training materials for the Enrichment of Content Classes for ESOL Students Project for teacher education

Teaching and Research Assistant

August 2000- May 2001

Classes Taught: Language and Culture

Student Group: Pre-service teachers in the School of Teaching and Learning

- Designed curriculum content and assessment tools
- Prepared instructional objectives and lesson plans
- Designed individual and collaborative tasks for conceptual development
- Prepared instructional materials
- Coordinated field experience for pre-service teachers

Project: UF-Project EXCEL Bilingual and ESOL Strategy Training

- Interviewed students to gather information on the types of reading strategies they use during reading before and after receiving explicit strategy instruction.
- Transcribed interviews to analyze and synthesize the data that were gathered during the interviews
- Created a database of the interview results and came up with categories that help inform students' use of different types of reading strategies following the intervention
- Analyzed and interpreted data through reports

Project: UF-Project BEST Bilingual and ESOL Teacher Training

- Designed web site to show the mission of the project, targeted audience, goals, and contact information
- Developed the information that is displayed on each page on the web site

Project: Florida Collaborative for Excellence in Teacher Preparation

- Interviewed professors for gathering data about how they educate future teachers in their classroom on core content areas, such as math, physics, chemistry, etc.
- Transcribed interviews to analyze and synthesize the interview data collected from professors
- Collected data from students through questionnaires that targeted at investigating whether the students perceive their education in core content area classes as sufficient as they prepare to teach in K-12 classrooms in the future

ESL Teacher, English Language Institute

January – May 2000

Classes Taught: Reading and Writing in English

Student Group: International students preparing for TOEFL

- Designed curriculum content and assessment tools
- Prepared instructional objectives, materials and lesson plans
- Designed individual and collaborative tasks for conceptual development
- Prepared tests and other forms of classroom assessment tool
- Tutored students on web design for web publishing

MIDDLE EAST TECHNICAL UNIVERSITY, Ankara, Turkey

August 1997- January 2000

Instructor of English as a Foreign Language, Department of Foreign Language Education

Classes Taught: English Grammar, Spoken English, Reading in English, Writing in English.

Student Group: Freshman students studying to be teachers of English as a foreign language.

- Designed curriculum content and assessment tools
- Planned curriculum and helped with schedule planning
- Prepared instructional objectives and lesson plans
- Designed individual and collaborative tasks for conceptual development
- Prepared tests and other forms of classroom assessment tool
- Tutored students on web design for web publishing and served as a student advisor

COMMUNITY INVOLVEMENT AND VOLUNTEER WORK

Reviewer, Journal of Social Studies Research and Practice

September 2010

- Reviewed articles on Social Studies Research Topics
- Generated feedback on methodology, research methods, and theoretical framework

Executive Board Member, Turkish Student Association, University of Florida

May – August 2010

- Designed and maintained TSA main web page that exists on the University of Florida web site

Reviewer, TESOL Quarterly Journal

July 2008

- Reviewed articles on Teaching English as a Foreign Language and generated feedback

Conference Preparation Assistant, Sun Shine State TESOL Conference

May 2008

- Assisted with the scheduling of sessions and edited abstracts for presentation

Florida Department of Education; Tampa, Florida

September – December 2008

Member of Testing Committee for FCTE Exam Item analysis and Question Validation

- Reviewed and revised measurement tools and designed test questions

ERP Laboratory Assistant, Department of Linguistics University of Florida

February – April 2006

- Assisted with Brain Based Language Research projects on different lab oriented tasks (setting up ERP equipment and entering data into the computer.)
- Prepared test questions and entered data into the language sample database

Institute of Open Education (Non-Profit Organization for Free Education for Students from Families with Moderate Means), Bursa, Turkey

January 1996–August 1997

ESL Teacher

- Designed curriculum content and assessment tools
- Prepared instructional objectives, materials and lesson plans

- Designed individual and collaborative tasks for conceptual development
- Prepared tests and other forms of classroom assessment tools

PUBLICATIONS

Behar-Horenstein, L. S., Garvan, C.W., Bowman, B., Bulosan, M., Hancock, S., Johnson, M., & Mutlu, B. (2011). Cognitive and Learning Styles as Predictors of Success on the National Board Dental Exam. *Journal of Dental Education*. 75(4), 532-541.

Mutlu, B. (2009). Computer- based concept mapping: An effective academic tool for social studies teachers to help with linguistic and academic development of English language learners. *Social Studies Research and Practice*, 4(3), 86-96.

Demirbilek, M., & Mutlu, B. (2009). Language Learning and Social Communication Using Chat Rooms. In R. Zheng, J. Burrow-Sanchez, & C. Drew (Ed.) *Adolescent Online Social Communication and Behavior: Relationship Formation on the Internet*. New York: The IGI Global publication.

Mutlu, B. (2008). Inspiration©: Electronic concept mapping for second language development. *TESOL Essential Teacher*, 5(2), 43-45.

PAPERS IN PROGRESS

Clarke, L, Pan, D., & Mutlu, B. (In progress). Competitive Brand Evaluation: Does Cultural and Linguistic Fit override the effectiveness of international branding strategy?

Mutlu, B. (In progress). The effect of religion on female entrepreneurial activity in emerging economies in the Middle East.

Mutlu, B. (In progress). Breaking the barriers: Can microfinancing opportunities boost female entrepreneurship in developing countries?

Mutlu, B. (In progress). A blessing or a curse: Fertility rates as predictors of female entrepreneurial activity.

Mutlu, B., & Demirbilek, M. (In progress). English language teachers' perspective on using social networking tools for second language teaching and learning.

CONFERENCE PRESENTATIONS

Mutlu, B., & Tseng, C (2011). *Linking Entrepreneurial Education Practices, Learning Satisfaction, and Learning Effectiveness*. Paper accepted to present at the National Collegiate Inventors and Innovators Alliance 16th Annual Conference in 2012. San Francisco, CA.

Lehman, L.A., Behar-Horenstein, L. S., Bowman, B. J. Bulosan, M., Hancock, S., Johnson, M. L., & Mutlu, B. (2010). *Are student cognitive and learning styles predictive of NBDE results?* The International Association for Dental Research. Barcelona.

Mutlu, B. (2008). *Concept mapping: a promising tool for enhancing academic language*. Sunshine State TESOL Conference Daytona, Florida.

Mutlu, B. & Osceola, I. (2000) *Creating Web Pages: New Approaches to Writing in ESOL*, Southeast

Regional TESOL Conference Miami, Florida and Daytona, Florida.

SCHOLARSHIPS AND HONORS

- 2009 - 2010 Nominated to receive United States Presidential Management Fellowship
- 2006 – 2009 Awarded to study at the University of Florida as a teaching assistant/instructor with tuition waiver and monthly stipend by the ESOL program in the College of Education.
- 1999 - 2001 Awarded to pursue graduation education in Teaching English as a Second Language at the University of Florida as a research assistant by the Turkish Institute of Higher Education with an all-inclusive four-year scholarship.

LANGUAGES

- English:** Native-like proficiency
Turkish: Native language
German: Lower intermediate level
French: Lower intermediate level
Spanish: Beginner

COMPUTER SKILLS

- Web Design:** Adobe Dreamweaver, Microsoft SharePoint, Adobe GoLive, Claris Homepage
Print Layout and Design: Adobe InDesign, Quart Express, Adobe PageMaker, MS Word, Apple Works, Inspiration
Illustration: Adobe Illustrator, Adobe Photoshop, Adobe ImageReady
Video editing: Adobe Premiere, iMovie
Multimedia: Adobe Flash, MS PowerPoint, SoundEdit, Audacity
Database: MS Access, MS Excel
Programming: HTML, CSS, JavaScript

REFERENCES

John Kraft, *Dean*
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Linda Behar-Horenstein, Distinguished Teaching Scholar and Professor
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