

# KAREN ANN HILTBRUNNER

ACTRESS, TEACHER

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Age	41	Location	Switzerland (Aarau)
Height	165cm	Playing Age	30-40
Weight	50kg	Languages	English (fluent), German (v.good), Mandarin (Fair)
Build	Slim, sporty	Vocal Range	Soprano, Mezzo-Soprano
Eyes	Dark brown	Nationality	Singaporean
Hair	Dark Brown	Role Types	Southeast-Asian, Filipino, Malay, Thai, Chinese, Eurasian, Mixed-race



## EDUCATION

1996 - 2001	Nanyang Technological University, National Institute of Education(NTU/NIE Singapore)	BA (1 <sup>st</sup> Class Honours) in Drama & Performance and English Language, with Diploma in Education
2018	Zentrum für Entwicklung im Schauspiel, Zürich	Foundation and Advanced courses in Film Acting

## CREDITS

Film/ Character/Year	Director	Company
<i>Rey-Dar: A Star Wars Story</i> . Jedi Warrior (2018)	Gino Knöpfel	HTW Chur/ Bern University of Applied Sciences (Switzerland)
<i>Web-Ad: Sika B2B E-Shop</i> . Bookkeeper (2018)	Richy Hafner	Polymorph Pictures/undPartner.digital (Switzerland)
Ford Video Award 2018: <i>Share the Road</i> . Cyclist (2018)	Frank Luchs	Visiomedialtd.(Switzerland)
<i>Ad: Büchi Laboratories: Pure Chromatography System. Lucy (2018)</i>	Sebastian Cepeda	Viven GmbH (Switzerland)
Film Noir: <i>Betrayal</i> . Linda (2018)	Aleksandra Morf	SAE Institute Zürich (Switzerland)
Short Film: <i>Chicago's Cell Block Tango</i> . Annie (2019)	Sophia Ralston	Cognito Films (Switzerland)
<i>Ad: Threema Hidden Costs</i> . Data scientist (2019)	Matthias Kappeler	Hillton Video Production (Switzerland)

Theatre/ Character/Year	Director	Company
Singapore Youth Festival Drama Competition (2005)	Karen Ann Hiltbrunner	Tanglin Secondary School Drama Society, Singapore
<i>Joseph and the Amazing Technicolor Dreamcoat-The Musical</i> (2004)	Karen Ann Hiltbrunner	Tanglin Secondary School Production, Singapore Polytechnic Convention Centre, Singapore
<i>In-Situ-ation</i> Actress/Autobiographical (2001)	Jane Prendergast	Black Box, NTU/NIE, Singapore.
<i>The Pearl by John Steinbeck</i> Juana (2000)	Dramalah!	The Necessary Stage, Singapore
<i>The Day My Merlion Sank</i> VISA girl (2000)	Dramalah!	National Association for Drama in Education (NADIE, Darwin, Australia)
<i>Wombmandom</i> Eurasian girl/autobiographical (2000)	Jane Prendergast	Black Box, NTU/NIE, Singapore
<i>Commedia dell'Arte, Mime &amp; Masks</i> Various (1999)	Roger Jenkins	Black Box, NTU/NIE, Singapore
<i>Ambition</i> . Post-apocalyptic adaptation of Macbeth by William Shakespeare Macbeth (1998)	Drew Tombrello	Black Box, NTU/NIE, Singapore
<i>Mad Forest</i> Various (1998)	Stephen Hazell	Black Box, NTU/NIE, Singapore

Voice Work / Year	Director	Company
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<i>Baghdad In My Shadow</i> . Feature Film (2018)	Samir	Dschoint Ventschr Film Production
Writer/Director Short Video (2018)	Frank Luchs	Visiomedialtd.

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**E-mail** [karann12@yahoo.com](mailto:karann12@yahoo.com)  
**Date of Birth** 02 October 1977  
**Race** Mixed, Chinese-Eurasian  
**Languages Spoken** English(fluent), Mandarin(fair), German(good)  
**Interests** Reading, drawing and painting, hobby craft, watching movies, theatre, acting, singing and dancing. I enjoy jogging, the gym and a variety of sporting activities. A keen animal lover, I love nature and the outdoors. I also love interacting with children and youth and meeting people of all ages from different cultures.

<b>University Education</b> 1996 - 2001	<b>National Institute of Education (NIE), an institution of the Nanyang Technological University (NTU) [Singapore]</b>
<b>Qualification</b>	Bachelor of Arts in English Language and Drama and Performance, with Diploma in Education <i>Awarded Degree of Bachelor of Arts with First Class Honours in Drama and Performance, with a Diploma in Education</i> <i>Recipient of the Lee Kwan Yew Gold Medal for Best Performance in General Proficiency throughout the course</i> <i>Recipient of the Eurasian Association Award for Academic Excellence</i>
<b>Tertiary Education</b> 1994 – 1996	<b>Anglo-Chinese Junior College (Science Faculty) [Singapore]</b>
<b>Qualification</b>	Singapore-Cambridge General Certificate of Education (GCE) Advanced Level course of study in C Mathematics, Chemistry, Biology, Physics, General Paper (English Language) and Chinese Language <i>Awarded GCE 'A' Level Certification</i>
<b>Secondary Education</b> 1990 – 1994	<b>St. Margaret's Secondary School [Singapore]</b>
<b>Qualification</b>	GCE Ordinary Level course of study in English, English Literature, Geography, Elementary Mathematics, Advanced Mathematics, Chemistry, Biology, Physics, and Chinese Language <i>Awarded GCE 'O' Level Certification</i> <i>Certificate of Outstanding Contribution to School Prefectorial Board</i> <i>Certificates of Sports Excellence in Track and Field</i>
<b>Primary Education</b> 1984 – 1989	<b>Convent of the Holy Infant Jesus [Singapore]</b>
<b>Qualification</b>	Primary School education in English Language, Second Language (Chinese), Mathematics and Science <i>Awarded Primary School Leaving Examination (PSLE) Certification</i>

# CAREER HISTORY

**DEC 2014 (CURRENT)**  
**(Private/Part-time Teaching)**

**HELEN DORON ENGLISH LEARNING STUDIO**  
**[AARAU, SWITZERLAND]**

**Job Position**

**Teacher of English language with qualified specialization in the Helen Doron Early English Mother-tongue Method**

**Key Job Scope**

**1) English teacher to groups of adults of all levels (beginners to advanced)**

- Responsible for designing, planning and delivering English courses to suit the needs of respective students
- Teaching of core language skills (listening, speaking, reading and writing) through communicative activities, structured coursework and selected readings of fiction and non-fiction.

**2) English teacher to preschool/primary school learners and teens (ages 3 and up)**

- Responsible for teaching early English courses “Fun with Flupe”, “Jump with Joey” and “Teen Talent” according to the Helen Doron method
- Teaching through music, movement, dance, drama along with interactive, communicative approaches and positive reinforcement.

## CAREER HISTORY

**JAN 2008 – JULY 2009**  
(Part-time 72%)

**INTERNATIONAL SCHOOL OF BASEL (ISB)**  
**[BASEL, SWITZERLAND]**

<b>Job Position</b>	<b>Teacher of English Language and Literature</b> <b>Teacher of Drama</b>
<b>Key Job Scope</b>	<p><b>3) English Teacher for IB Middle Years Programme (Jan – July 08)</b></p> <ul style="list-style-type: none"> <li>• Taught the MYP Eng. A programme to students in Grades 7, 9 and 10</li> <li>• Collaborated with school leaders, teachers and parents on effective delivery of syllabus material and provided student progress updates</li> </ul> <p><b>4) Drama Teacher for IB Middle Years Programme (Aug 08 – July 09)</b></p> <ul style="list-style-type: none"> <li>• Taught the MYP Drama programme to students in Grades 6 through 9</li> <li>• Responsible for designing and developing Schemes of Work, Unit Plans and Assessments for all drama classes, in consultation with Arts Department colleagues</li> <li>• Collaborated with school leaders, teachers and parents on effective delivery of syllabus material and provided student progress updates</li> </ul> <p><b>5) Assistant-Homeroom Tutor to Grade 7 students</b></p> <p><b>6) Personal Project Supervisor</b></p> <ul style="list-style-type: none"> <li>• Supervised the project process of a Grade 10 student undertaking an investigation into the topic: “Bullying through the lens of Human Ingenuity and Community and Service”</li> </ul>

**SEP 2007 – JAN 2008**  
(Part-time)

**JET ENGLISH SCHOOL**  
**[MEILEN, SWITZERLAND]**

<b>Job Position</b>	<b>Teacher of English Language to Adults and Children</b>
<b>Key Job Scope</b>	<p><b>1) Teaching of General English and Conversational Skills to Adults</b> (Elementary – Upper Intermediate, in groups and private students)</p> <p><b>2) Teaching of English to Children</b> (Elementary – Intermediate)</p>

# CAREER HISTORY

AUG 2005 – JULY 2007  
(Full-time)

DANUBE INTERNATIONAL SCHOOL (DIS)  
[VIENNA, AUSTRIA]

<b>Job Position</b>	<b>Teacher of English Language and Literature</b>
<b>Key Job Scope</b>	<p><b>1) English Teacher for IB Middle Years Programme</b></p> <ul style="list-style-type: none"><li>• Responsible for designing and developing Schemes of Work, Unit Plans and Assessments for Grades 8 – 10</li><li>• Taught the IB Eng. A (MYP) programme to students in Grades 8 - 10</li><li>• Homeroom teacher to Grade 8 students</li><li>• Collaborated with school leaders, teachers and parents on effective delivery of syllabus material and provided student progress updates</li></ul> <p><b>2) English Teacher for IB Diploma Programme</b></p> <ul style="list-style-type: none"><li>• Designed, developed and taught the IB Eng. A (DP) programme to students in Grades 11 – 12 at Standard and Higher Levels</li><li>• Focus on rigorous teaching and assessment in Literature studies according to IB DP Eng. A criteria</li><li>• Worked with school leaders, teachers and parents on effective delivery of school syllabus and provided student progress updates</li></ul> <p><b>3) Private English Language Tutor</b></p> <ul style="list-style-type: none"><li>• Provided private language instruction to support students with specific EL needs (Pri. &amp; Sec. ESL, EFL, IB Diploma English A extra support)</li></ul> <p><b>4) Personal Project Supervisor</b></p> <ul style="list-style-type: none"><li>• Supervised the project process of a Grade 10 student undertaking an investigation into the topic: "Directing a Play"</li></ul>

# CAREER HISTORY

JAN 2005 – JUL 2005  
(Full-time)

THE MINISTRY OF EDUCATION HEADQUARTERS (MOE HQ)  
[SINGAPORE]

<b>Job Position</b>	<b>Curriculum Planning Officer</b>
<b>Main Job Scope</b>	<p>Language and Literature Branch, Curriculum Planning Division, English Language Unit</p> <p><b>1) Syllabus &amp; Special Programme Developer</b></p> <ul style="list-style-type: none"><li>• Designed, developed and reviewed Primary Level and GCE 'O' Level English Language (EL), EL Literature, Secondary Drama and GCE A Level Theatre Studies Syllabuses</li><li>• Worked with school leaders and teachers on the implementation and monitoring of the syllabuses</li></ul> <p><b>2) Materials Developer</b></p> <ul style="list-style-type: none"><li>• Designed, piloted and produced syllabus support materials and publications</li><li>• Prepared school leaders and teachers for the effective use of the resource packages and materials</li><li>• Provided professional advice and guidance to educational publishers developing instructional materials for Singapore schools</li></ul> <p><b>3) Change Agent/Facilitator</b></p> <ul style="list-style-type: none"><li>• Disseminated information on innovative strategies (including the use of IT / Drama / materials) in classroom pedagogy</li><li>• Initiated and monitored special programmes/projects</li><li>• Promoted activities for professional growth of teachers and to stimulate interest in EL among teachers, students</li><li>• Reviewed textbooks, supplementary materials, library, IT resources</li></ul> <p><b>4) Advisor on Curriculum/Special Projects</b></p> <ul style="list-style-type: none"><li>• Handled administrative aspects of work on special projects and liaised with schools, divisions and organisations</li><li>• Provided professional advice to schools, other divisions in MOE and other ministries/institutions</li></ul>
<b>Major Contributions</b>	<ul style="list-style-type: none"><li>• Theatre Studies Committee member for the Revised Theatre Studies and Drama Syllabus 2006</li><li>• Syllabus Review Committee member for 'O' Level Literature</li><li>• Project team leader for new 'O' Level Subject: Drama</li><li>• Spoken EL Project Team member; to review Spoken EL training courses for teachers and help in design of conceptual frameworks to improve EL standards in Singapore schools</li></ul>

# CAREER HISTORY

**JUL 2001 – DEC 2004**    **TANGLIN SECONDARY SCHOOL**  
**(Full-time)**                    **[SINGAPORE]**

<b>Job Position</b>	<b>Education Officer</b> (Trained Teacher of English, Literature and Drama) Level Head of Upper Secondary EL
<b>Main Job Scope</b>	<p><b>1) Plan and Execute Department &amp; Instructional Duties</b></p> <ul style="list-style-type: none"> <li>• Taught English Language, Literature and Project Work to secondary students (13 years – 17 years old)</li> <li>• Prepared students for GCE ‘O’ Levels in EL and Literature</li> <li>• Taught Civics and Moral Education and Pastoral Care</li> <li>• Planned and monitored EL and Literature Schemes of Work and teaching programmes</li> <li>• National Examiner Setter and Marker for EL and Literature</li> <li>• Initiated creative arts teaching strategies for EL and Literature</li> </ul> <p><b>2) Manage, Coordinate and Carry Out School-Wide Duties</b></p> <ul style="list-style-type: none"> <li>• Took charge of the progress and welfare of students</li> <li>• Carried out Project Work with students</li> <li>• Organised Arts and Drama Enrichment for school as member of the Co-curricular and Aesthetics Committee</li> <li>• Designed, published and coordinated school publications materials as member of School Publications Committee</li> <li>• Provided commentary for Sports Day and National Day celebrations</li> <li>• Contributed innovative initiatives as member of the Innovation Team</li> </ul> <p><b>3) Programme Coordinator for Co-Curricular Activities</b></p> <ul style="list-style-type: none"> <li>• Managed the English Language Literary, Drama and Debate Society (ELDDS) as Teacher-In-Charge for 30 student members</li> <li>• Conducted Play-writing, Self-Devised Drama Courses</li> <li>• Scripted, directed, trained students and produced youth drama performances for school-based and National Drama competitions</li> </ul>
<b>Major Contributions</b>	<ul style="list-style-type: none"> <li>• Auditioned, trained, directed and produced full-length musical performance of “Joseph and the Amazing Technicolour Dreamcoat” in Nov 2004 as part of school’s 40<sup>th</sup> Anniversary celebrations</li> <li>• Involved 100 students and whole school staff in all areas of production</li> <li>• Coordinated public performances of musical in fund-raising for Children’s Cancer Foundation</li> <li>• Conceptualised stage set, lights and sound for musical</li> <li>• Recipient of the “Outstanding Contribution Award” in 2004 for raising school’s achievement in the arts to a new level</li> </ul>

## CAREER HISTORY

**MAY 2000 – JUL 2000**  
(Full-time)      **BUKIT VIEW SECONDARY SCHOOL**  
**[SINGAPORE]**

**Job Position**

**Education Officer** (Trained Teacher of English, Literature and Drama)

**Main Job Scope**

- To plan and execute department, instructional and co-curricular duties
- To manage, coordinate and carry out school-wide duties

\* With acceptance into the Honours programme at the University (2000), I undertook a “No-Pay Leave” to pursue an extra year of studies. After graduation (2001), I assumed a new teaching post at Tanglin Secondary School.

**1997, 1998, 2000**  
(2 – 6 weeks per year)      **RAFFLES GIRLS’ PRIMARY SCHOOL**  
**& SHUQUN SEC. SCHOOL**  
**[SINGAPORE]**

**Job Position**

**Practicum Teaching Experience**

\*Trained to become a qualified primary and secondary teacher.

**JAN 1996 – JUN 1996**  
(Full-time)      **FUHUA PRIMARY SCHOOL**  
**[SINGAPORE]**

**Job Position**

**Relief Teacher**

\*Awaiting entry into University

**Main Job Scope**

- Taught English, Mathematics, Science, Health Education, Physical Education and Art to primary students (6 years – 12 years old)
- Form Teacher in charge of the progress and welfare of a class of 8 year olds
- Prepared students for Primary School Leaving Examination (PSLE)