

KAREN ANN HILTBRUNNER

ACTRESS, TEACHER

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Location	Switzerland		
Height	166cm	Playing Age	32-42
Weight	50kg	Languages	English (fluent), German (v.good), Mandarin (Fair)
Build	Slim, sporty	Voice quality	Clear, strong, authoritative
Eyes	Dark brown	Nationality	Swiss
Hair	Dark Brown	Appearance	Southeast-Asian, Filipino, Malay, Thai, Chinese, East Asian, 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
2019 - 2020	Mountview Academy of Theatre Arts, London	MA Acting

CREDITS

Film/ Character/Year	Director	Company
Rey-Dar: A Star Wars Story. Jedi Warrior (2018) Web-	Gino Knöpfel	HTW Chur/ Bern University of Applied Sciences (Switzerland)
Ad: Sika B2B E-Shop. Bookkeeper (2018)	Richy Hafner	Polymorph Pictures/undPartner.digital (Switzerland)
Ford Video Award 2018: Share the Road. Cyclist (2018)	Frank Luchs	Visiomedica Ltd.(Switzerland)
Ad: Büchi Laboratories: Pure Chromatography System. Lucy (2018)	Sebastian Cepeda	Viven GmbH (Switzerland)
Film Noir: Betrayal. Linda (2018)	Aleksandra Morf	SAE Institute Zürich (Switzerland)
Short Film: Chicago's Cell Block Tango. Annie (2019)	Sophia Ralston	Cognito Films (Switzerland)
Ad: Threema Hidden Costs. Data scientist (2019)	Matthias Kappeler	Hillton Video Production (Switzerland)
Ad: BLKB Why. Coffee Woman (2019)	Max Barron, Michael Woodward	Dynamic Frame (Switzerland)
Ad: Schweizerischer Gehörlosenbund SGB-FSS.		
Tag der Gebärdenspracher. Yoga instructor. (2019)	Yves De Prà	Nutshell Films (Switzerland)
Stage: Mosquitoes. Alice. (2019)	Josh Roche	Mountview Academy of Theatre Arts (London)
Stage: How I Learned to Drive. Female Greek Chorus	Tom Titherington	Mountview Academy of Theatre Arts (London)
Stage: Richard III. Young Prince York, Sir Christopher,	Ng Choon Ping	Mountview Academy of Theatre Arts (London)
Ghost. (2020)		
Theatre/ Character/Year	Director	Company
Singapore Youth Festival Drama Competition (2005)	Karen Ann Hiltbrunner	Tanglin Secondary School Drama Society, Singapore
Joseph and the Amazing Technicolor Dreamcoat-The Musical (2004)	Karen Ann Hiltbrunner	Tanglin Secondary School Production, Singapore Polytechnic Convention Centre, Singapore
In-Situ-ation Actress/Autobiographical (2001)	Jane Prendergast	Black Box, NTU/NIE, Singapore.
The Pearl by John Steinbeck Juana (2000)	Dramalah!	The Necessary Stage, Singapore
The Day My Merlion Sank VISA girl (2000)	Dramalah!	National Association for Drama in Education (NADIE, Darwin, Australia)
Wombmandom Eurasian girl/autobiographical (2000)	Jane Prendergast	Black Box, NTU/NIE, Singapore
Commedia dell'Arte, Mime & Masks Various (1999)	Roger Jenkins	Black Box, NTU/NIE, Singapore
Ambition. Post-apocalyptic adaptation of Macbeth by William Shakespeare Macbeth (1998)	Drew Tombrello	Black Box, NTU/NIE, Singapore
Mad Forest Various roles (1998)	Stephen Hazell	Black Box, NTU/NIE, Singapore

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

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	<div>1) English teacher to groups of adults of all levels (beginners to advanced)</div> <div><ul style="list-style-type: none"><li>Responsible for designing, planning and delivering English courses to suit the needs of respective students</li><li>Teaching of core language skills (listening, speaking, reading and writing) through communicative activities, structured coursework and selected readings of fiction and non-fiction.</li></ul></div> <div>2) English teacher to preschool/primary school learners and teens (ages 3 and up)</div> <div><ul style="list-style-type: none"><li>Responsible for teaching early English courses “Fun with Flupe”, “Jump with Joey” and “Teen Talent” according to the Helen Doron method</li><li>Teaching through music, movement, dance, drama along with interactive, communicative approaches and positive reinforcement.</li></ul></div>

# CAREER HISTORY

<div>JAN 2008 – JULY 2009 (Part-time 72%)</div> <div>INTERNATIONAL SCHOOL OF BASEL (ISB) [BASEL, SWITZERLAND]</div>	
Job Position	Teacher of English Language and Literature Teacher of Drama
Key Job Scope	<div>3) English Teacher for IB Middle Years Programme (Jan – July 08)</div> <div><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></div> <div>4) Drama Teacher for IB Middle Years Programme (Aug 08 – July 09)</div> <div><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></div> <div>5) Assistant-Homeroom Tutor to Grade 7 students</div> <div>6) Personal Project Supervisor</div> <div><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></div>
<div>SEP 2007 – JAN 2008 (Part-time)</div> <div>JET ENGLISH SCHOOL [MEILEN, SWITZERLAND]</div>	
Job Position	Teacher of English Language to Adults and Children
Key Job Scope	<div>1) Teaching of General English and Conversational Skills to Adults (Elementary – Upper Intermediate, in groups and private students)</div> <div>2) Teaching of English to Children (Elementary – Intermediate)</div>

# CAREER HISTORY

AUG 2005 – JULY 2007

(Full-time)

DANUBE INTERNATIONAL SCHOOL (DIS)  
[VIENNA, AUSTRIA]

Job Position	Teacher of English Language and Literature
Key Job Scope	<div>1) English Teacher for IB Middle Years Programme</div> <div><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></div> <div>2) English Teacher for IB Diploma Programme</div> <div><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></div> <div>3) Private English Language Tutor</div> <div><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></div> <div>4) Personal Project Supervisor</div> <div><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></div>

## CAREER HISTORY

JAN 2005 – JUL 2005  
(Full-time)

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

Job Position	<b>Curriculum Planning Officer</b>  Language and Literature Branch, Curriculum Planning Division, English Language Unit
Main Job Scope	<b>1) Syllabus &amp; Special Programme Developer</b> <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> <b>2) Materials Developer</b> <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> <b>3) Change Agent/Facilitator</b> <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> <b>4) Advisor on Curriculum/Special Projects</b> <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>
Major Contributions	<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

<div><div>MAY 2000 – JUL 2000 (Full-time)</div><div>BUKIT VIEW SECONDARY SCHOOL [SINGAPORE]</div></div>	
Job Position	Education Officer (Trained Teacher of English, Literature and Drama)
Main Job Scope	<ul style="list-style-type: none"><li>To plan and execute department, instructional and co-curricular duties</li><li>To manage, coordinate and carry out school-wide duties</li></ul> <p>* 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.</p>
<div><div>1997, 1998, 2000 (2 – 6 weeks per year)</div><div>RAFFLES GIRLS’ PRIMARY SCHOOL &amp; SHUQUN SEC. SCHOOL [SINGAPORE]</div></div>	
Job Position	Practicum Teaching Experience
	*Trained to become a qualified primary and secondary teacher.
<div><div>JAN 1996 – JUN 1996 (Full-time)</div><div>FUHUA PRIMARY SCHOOL [SINGAPORE]</div></div>	
Job Position	Relief Teacher
	*Awaiting entry into University
Main Job Scope	<ul style="list-style-type: none"><li>Taught English, Mathematics, Science, Health Education, Physical Education and Art to primary students (6 years – 12 years old)</li><li>Form Teacher in charge of the progress and welfare of a class of 8 year olds</li><li>Prepared students for Primary School Leaving Examination (PSLE)</li></ul>