

**CURRICULUM VITAE**  
**IVANA RITA PEREGO**

# CURRICULUM VITAE

## EUROPEAN FORMAT



### PERSONAL INFORMATION

Name	PEREGO, IVANA RITA
Address	22, VIALE GRAN SASSO 20131 MILAN - ITALY
Telephone	+39 02 29521559
Fax	+39 3388717893
E-mail	ivana.perego@languagepoint.eu
Nationality	Italian
Place and Date of Birth	MILAN, 02/IX/1956

### WORK EXPERIENCE

- Date (from-to)
- Name and address of employer
- Type of business or sector
- Position held
- Main duties and responsibilities as CEO (Chief Executive Officer)

#### **January 2010 to date**

Piazza Aspromonte 35  
20131 Milan

Tel + 39 02 20521559 Fax +39 02 87387722

#### **Language Point di Ivana Rita Perego & C. s.a.s**

##### **Founder & CEO**

*Director of Studies (DOS) and Senior Teacher of English and German*

#### **October 2003 – December 2009**

Via Sardegna, n. 5

20090 Fizzonasco di Pieve Emanuele (MI)

Tel + 39 02 90409006 Fax + 39 02 90421496

ivana.perego@languagepoint.eu

#### **Language Point di Ivana Rita Perego & C. s.a.s.**

##### **Founder & CEO**

*Director of Studies (DOS) and Senior Teacher of English and German*

Technical skills: broad knowledge in terms of didactical, regulatory, legal, administrative, accounting and safety aspects of the workplace, good interpersonal skills at all levels (internal/external clients), broad knowledge of the different phases of training courses.

General skills: organizational autonomy, good problem-solving skills, good managerial skills for specific objectives or processes, charismatic leadership, good listening skills, flexibility, tendency to command, spirit of initiative, client-directed, result-directed, interpersonal sensitivity

Courses attended at the Scuola Superiore CTSP of Milan, Viale Murillo 17

- Safety Management: 2006-2009/2010-2013/2014-2017/2018-2021/2022-2005/2023
- Fire Prevention: 2006-2009/2010-2013/2014-2017/2018-2021/2022-2025
- First-Aid: 2006-2009/2010-2013/2014-2017/2018-2021/2022-2025

I have received certificates for health and safety in the workplace.

<ul style="list-style-type: none"> <li>• Name and type of educational or training institute</li> <li>• Main subjects / professional skills studied</li> <li>• Qualification</li> </ul>	<p><b>Scuola Superiore CTSP di Milano, Viale Murillo 17</b>  Fire Prevention Training  First-Aid Training  Training in Safety in the Workplace  <i>Head of Protection and Prevention Service</i></p>
<ul style="list-style-type: none"> <li>• Name and type of educational or training institute</li> <li>• Qualification</li> </ul>	<p><b>University of Siena</b>  <b>September 2010</b>  Level 1 and level 2 course for administrators of the CILS exam (Certificate in Italian as a foreign language)  Università per stranieri di Siena - Piazza C. Rosselli 27/28 Siena  CILS EXAMS (IT650) <b>VENUE MANAGER</b>  CILS TEACHING PROVIDER CENTRE</p>
<p>Name and type of educational or training institute</p> <ul style="list-style-type: none"> <li>• Qualification</li> </ul>	<p><b>UCLES University of Cambridge</b>  <b>June 2013</b>    CAMBRIDGE ENGLISH EXAMS CENTRE IT237 <b>VENUE MANAGER</b>  CAMBRIDGE ENGLISH TEACHING PROVIDER CENTRE</p>
<ul style="list-style-type: none"> <li>• Name and type of educational or training institute</li> <li>• Qualification</li> </ul>	<p><b>Cambridge Boxhill Australia</b>  <b>January 2014</b>  OET TEST CENTRE (IT004) <b>VENUE MANAGER</b>  OET TEACHING PROVIDER CENTRE</p>
<p><i>Name and address of employer</i></p>	<p><b>Department of Education, University and Research</b>    <b>January 1993 – July 2005</b>  <i>Teacher of English in state-run secondary school of 2<sup>nd</sup> grade</i></p>
<p><i>Name and address of employer</i></p>	<p><b>Studio Professionisti Riuniti</b>  Via Carlo Pisacane, 27 Milan  <b>May 1983 – December 1992</b> <ul style="list-style-type: none"> <li>• <i>Collaboration with the management of “Studio Professionisti Riuniti” - Milan</i></li> <li>• <i>Organization of conferences, conventions, seminars in Italy and abroad</i></li> </ul> </p>
<p><i>Name and address of employer</i></p>	<p><b>Trade Fair Organization of Milan</b>  <b>October 1975 – April 1982</b> <ul style="list-style-type: none"> <li>• <i>Freelance interpreter and translator for the Trade Fair Organization of Milan</i></li> </ul>   <b>October 1970 – July 1975</b>  <i>Interpreter for different companies on stands at the Milan Trade Fair</i></p>

## EDUCATION AND TRAINING

<ul style="list-style-type: none"> <li>• Date (from – to) Date (from – to)</li> <li>• Name and type of educational or training institute</li> <li>• Main subjects / professional skills studied</li> <li>• Qualification</li> </ul>	<p><b>November 1979 - June 1984</b></p> <p>Università Cattolica del Sacro Cuore di Milano</p> <p>Faculty of Philosophy and Arts – Department of Modern Languages and Foreign Literature</p> <p><b>Degree in Modern Languages and Foreign Literature</b> (5-year-specialization) (specialization in English and German languages) First class honours degree (110/110 cum laude)</p>
<ul style="list-style-type: none"> <li>• Date (from – to)</li> <li>• Name and type of educational or training institute</li> <li>• Main subjects / professional skills studied</li> <li>• Qualification</li> </ul>	<p><b>September 1981- September 1982</b></p> <p>Università Cattolica del Sacro Cuore di Milano</p> <p>Faculty of Philosophy and Arts – Department of Modern Languages and Foreign Literature</p> <p>Training in Translation (specialization in the English language) Reviewer of documents</p>
<ul style="list-style-type: none"> <li>• Date (from – to)</li> <li>• Name and type of educational or training institute</li> <li>• Main subjects / professional skills studied</li> <li>• Qualification</li> </ul>	<p><b>September 1970- July 1975</b></p> <p>Civico Liceo Linguistico “A. Manzoni” di Milano</p> <p>Humanistic Studies (60/60)</p> <p>Senior high school diploma in humanist studies and modern languages Languages: English, German and Latin (60/60)</p>
<ul style="list-style-type: none"> <li>• Date (from – to)</li> <li>• Name and type of educational or training institute</li> <li>• Main subjects/ professional skills studied</li> <li>• Qualification</li> </ul>	<p><b>Settembre 1962- Giugno 1970</b></p> <p>Istituto delle Suore del “Preziosissimo Sangue di Gesù” di Milano</p> <p>Primary and Junior High School</p> <p>Elementary and Media Certificate</p>

## PERSONAL SKILLS AND ABILITIES

*Acquired in one's life but not necessarily recognized by a certificate or official diploma.*

### FIRST LANGUAGE

### ENGLISH (DEGREE) FIVE -YEAR COURSE

### OTHER LANGUAGES

**GERMAN** FIVE -YEAR COURSE  
**SPANISH** TWO -YEAR COURSE  
**RUSSIAN** ONE- YEAR COURSE

- Reading skills
- Writing skills
- Oral expression

### English

Excellent C2  
Excellent C2  
Excellent C2

- Reading skills
- Writing skills
- Oral expression

### German

Very good C1  
Very good C1  
Very good C1

- Reading skills
- Writing skills
- Oral expression

### Spanish

Good B1  
Good B1  
Good B1

### INTERPERSONAL SKILLS AND ABILITIES

*Living and working with other people, in a multicultural environment, holding a position where communication is important, and in situations where it is essential to work as part of a team (e.g. culture and sport), etc.*

- Excellent communication and leadership skills. Constantly working in a multicultural context has developed the tendency to be continually attentive towards others and to be an active listener. Working in different development teams has made my attitude towards work flexible and never rigid. My necessity for variety and to have many different projects all going on at the same time has made me a person open to new challenges, with new professional possibilities.
- Accustomed to living and working with people of different nationalities, acquired through work and study experience both overseas and in Italy.
- Social conscience and ability to work in a group acquired down through the years on the basis of different personal and professional experiences.

### ORGANIZATIONAL SKILLS AND ABILITIES

*E.g. co-ordinating and managing people, projects, budgets; in the workplace, in voluntary activities (e.g. culture and sport), in the home, etc.*

- Experience in the planning, management and co-ordination of plans and cultural European projects. Senior experience in providing support in co-planning, and designing paths for 'New skills and new languages'.
- Experience in the administration of financial budgets, in working with a team and in human resource management. Capable of acting autonomously and responsibly, acquired through the management of European projects and cultural events.
- Excellent organizational and administrative skills. Always open to learning something new, and accurate in assigned tasks.
- Strong organisational skills:
  - Experience of meeting fixed deadlines
  - People skills - both for dealing with colleagues and members of staff and for dealing with preparation centres and candidates
  - Customer service skills and empathy for the customer
  - Team/people management skills
  - Experience of taking responsibility and good at problem solving

### TECHNICAL SKILLS AND ABILITIES

*with computer, specific*

- Good knowledge of the main word processing applications (MS Office: Word,

*equipment, machinery, etc.*

Excel, PowerPoint, Publisher, Outlook)

- Confidence using IT systems – for example, confident with accessing information online and using online processing systems

**ARTISTIC SKILLS AND ABILITIES**

*Music, writing, drawing, etc.*

Innate passion for drawing and painting, with a distinct leaning towards manual artistic skills in general.

**OTHER SKILLS AND ABILITIES**

*Skills not mentioned previously*

Regular attendance at the theatre, museums, art exhibitions and concerts.  
Frequent trips overseas to discover new schools for partnership, meeting principals and school directors. I am constantly checking the quality of study proposals abroad.  
I enjoy cooking and gardening

**LICENCE OR LICENCES**

Licence Type B since 1976.

**OTHER INFORMATION**

Married since 1981 and the mother of two children (born in 1986 and 1988).

**ATTACHED**

**DECLARATION**

The undersigned declares that, pursuant to art. 76 of Presidential Decree 445/2000, whereby false declarations, falsity in deeds and the use of false deeds are punishable under the criminal code and special laws – declares that the information provided is true. I give my consent to the processing of my personal data for the purposes and by the methods set out in Legislative Decree No. 196/2003”

La sottoscritta, consapevole che – ai sensi dell’art. 76 del D.P.R. 445/2000 – le dichiarazioni mendaci, la falsità negli atti e l’uso di atti falsi sono puniti ai sensi del codice penale e delle leggi speciali, dichiara che le informazioni rispondono a verità. La sottoscritta esprime il proprio consenso al trattamento dei dati personali nel rispetto delle finalità e modalità di cui al d.lgs. n.196/2003.”

Date : 02/09/2024

Signature:

