

PROFILE

Dedicated and student-focused English teaching professional with five years English teaching experience and over ten years spent in Human Resources and Personnel Training within International organisations.

Committed to providing a well-balanced, supportive and engaging learning environment for all students, strong classroom and workshop performer with the ability to effectively design, deliver and measure learning plans for all ages and levels.

Background in teaching professional adults to improve their level of English to further develop career opportunities through tailor made study agendas and measuring success by setting goals, objectives and methods.

Experience in teaching English to children from unprivileged backgrounds, giving feedback, writing progress reports. Passionate about creating, motivating and writing inspirational lesson plans for pupils.

Prior to teaching, Elisa was a HR Business Manager and Recruiter, with a focus on Training and Development, Talent Management, Coaching employees on the workplace.

Energetic, self-motivated and hard working. Good problem solving and analytical skills. Computer literate.

EMPLOYMENT HISTORY

2012 – to date

TJ Taylor

English Trainer

Design and deliver training courses for adults at Managerial level within organisations, on a one-to-one and classroom basis.

Develop curriculum that is appropriate to student's learning abilities and reflects their needs and interest, encouraging students to observe, question, discover and investigate.

Quickly to adapt to different organisations and their needs, utilizing different equipment, material and methodologies to ensure that students receive a top-level teaching experience, learn with enthusiasm and stay focused and involved.

2011 – 2012

Ultimate Asset

Group Consultant, Europe

Reporting into the Business Owners, I launched the European Operations from scratch.

I developed a strong base of top clients (i.e. Microsoft, Nokia, Fox Networks, Libero) and established UA as the only Headhunter specialised in Digital in Italy.

Managed executive searches and recruitment appointments for clients based in Germany and France

2010 - 2011

Phee Farrer Jones Ltd

Career Development Consultant

Freelance Consultant and Career Coach within the New Media, Advertising, Events and Exhibitions, Editorial and Publishing sectors.

Through 121 professional career consultations, I provide support and feedback on career planning, CV layout and profile, interview techniques, presentation skills, action planning.

Coaches in identifying clear career objectives and equips candidates with the necessary marketing materials, interviewing techniques and campaign tools to succeed in re-focusing a career plan and job security

2006–2009

FOX INTERACTIVE MEDIA (MYSPACE) (News International Group) - HR Business Partner, Europe

Reporting to the Executive HR Director EU, I support employees based within the UK, Italy, Spain and Germany. I work in partnership with the senior European management team, providing advice and support in areas including employment law, company policy and performance management ensuring both legislative and business needs are fulfilled.

- Represent the HR team at weekly UK Management Meetings to ensure that HR implications voiced and factored into the decision making process
- Responsible for communicating the results of the annual employee survey to employees, holding focus groups in each country to gain a greater understanding of the key themes and working with the business to compile action plans to address any development areas
- Worked with Department heads to implement a tailored development programme for the European Sales Team
- Facilitated the introduction of Country Managers in two European markets, by designing and assisting the "off site" day.

2003 – 2006 MINIVEGAS GROUP

HR/Office Manager

Responsible for set up of the HR Department within a new organisation

Advising Business areas where appropriate, employment relations, company policies, people issues
Responsibilities included administering Employees Records, advising Directors, Employee Relations, absence & performance management, disciplinary and grievance.

Preparing and placing advertisements for recruitment and selection, shortlisting candidates, interviewing and inducting new employees.

2002 – 2003 NISSANI ANTIQUES

PA to Director

1999 – 2002 HOLIDAY INN EXPRESS

Front Desk Manager

QUALIFICATIONS / EDUCATION

CELTA Certificate	International House, London
MCM (Master in Coaching and Mentoring)	CIPD
CPP (Certificate in Personnel Practice)	CIPD
Human Resources Certificate (HRC)	City University, London
Cambridge Proficiency in English (CPE)	Westminster College, London
Degree in Foreign Languages (BA equivalent)	Birbeck University, London

SKILLS AND EXPERIENCE

Proficient in Microsoft Word, Excel and good knowledge of PowerPoint
Fluent in Italian and French, basic knowledge of Spanish

REFERENCES

Available on request