

ELISKA ANN ZAVARISE



22029, Uggiate Trevano Italy

PROFESSIONAL SUMMARY

Dedicated Private English Tutor possessing strong English language skills paired with excellent instructional abilities. Encouraging and motivational individual polished in helping students understand various grammatical rules and functions of English. Experienced working with diverse set of students in private one-on-one tutoring environments.

Self-motivated, with a strong sense of personal responsibility.

Excellent communication skills, both verbal and written.

Passionate about learning and committed to continual improvement.

Strengthened communication skills through regular interactions with others.

Organized and detail-oriented with a strong work ethic.

Adaptable and proficient in learning new concepts quickly and efficiently.

Paid attention to detail while completing assignments.

Developed and maintained courteous and effective working relationships.

Demonstrated respect, friendliness and willingness to help wherever needed.

SKILLS

- Excellent Communication Skills
- Reading Comprehension
- Private Instruction
- Key Account Management
- Sales Territory Growth
- Database Management
- Direct Sales

EDUCATION

Indo-Italian Chamber of Commerce & Industry

Chennai , India • 12/2011

Certificato Di Lingua Italiana

Level 1 : Italian Language

Loyola College

Chennai , India • 04/2006

Bachelor of Arts: French

Alliance Française De Madras

Chennai , India • 12/2005

Diplôme D'études En Langue

Française : French

Alliance Française De Madras

Chennai , India • 07/2005

Forum 1 : 160 Heures De Cours De Française

WORK HISTORY

Istituto Comprensivo Uggiate Trevano - Progetto "English Is Fun and Easy!"

Uggiate Con Rogano • 04/2024 - Current

- Currently teaching 5th classes of primary schools in Uggiate Trevano, Bizzarone and Ronago.
- Providing instruction in English under supervision of the class teacher.

Self - Private English Tutor

UGGIATE TREVANO • 07/2021 - Current

- Providing end-to-end English Tutoring lessons for students from Primary School to University , including but not limited to ; Written, Spoken English and Exam Preparation .
- Tutoring students to develop better comprehension of English course materials and understanding of assignments to improve academic success.
- Working independently with meticulous attention to detail.
- Developed individualized learning plans for each student, addressing their specific needs and goals in language proficiency.
- Increased students' vocabulary knowledge through creative word games and exercises, leading to more effective communication skills.
- Mentored students in proper punctuation, spelling and sentence structure use.

Istituto Comprensivo Statale "Giovanni XXIII" - Progetto- Let's Speak English

Cantello • 01/2024 - 04/2024

- Completed 45hours of teaching 4th and 5th classes of primary school.

Stella Maris College
Chennai , India • 04/2003

Bachelor of Arts: English Literature

- Providing instruction in English under supervision of the class teacher.
- Taught new vocabulary and prepared quiz games focusing on topics studied during the course..
- Worked cooperatively with other teachers and administrators.
- Developed innovative lesson plans to engage students in English language learning.
- Prepared slides for Powerpoint presentations for better understanding of the topic with the help of pictures and videos.

Istituto S.Maria Assunta - Progetto Madrelingua Inglese
Villa Guardia, Italy • 03/2024 - 03/2024

- Completed 7hr English Project at ISMA .
- Presented powerpoint presentation on India.
- Taught about the country India along with traditions and culture.
- Showed and explained to students about geographical locations, food, customs, festivals and clothing.
- Provided instruction and support under supervision of the teacher.
- Worked cooperatively with other teachers and administrators.
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Scuola Primaria Rovellasca - Progetto "English Is Fun"
Turate, Italy • 11/2023 - 12/2023

- Completed 56hrs Native English speaker course.
- Taught 18 classes a week from 2nd to 5th Primary school.
- Prepared Powerpoint presentations to enable better understanding of the topic with the help of pictures and videos .
- Provided instruction and support under supervision of the teacher . Worked cooperatively with other teachers and administrators .
- Utilized multimedia resources such as videos, audio recordings, and online tools to supplement traditional teaching methods and capture students' interest in English content.

Istituto S.Maria Assunta - Progetto Madrelingua Inglese
Villa Guardia • 05/2023 - 05/2023

- Completed a 7hr English Project at ISMA .
- Presented a powerpoint presentation on India.
- Taught about the country India along with the traditions and culture.
- Showed and explained to the students about the geographical locations, food, customs, festivals and clothing.
- Incorporated cultural awareness into lessons, encouraging students to appreciate diversity while improving their language skills.
- Provided instruction and support under the supervision of the teacher.
- Worked cooperatively with other teachers and administrators.

Istituto Comprensivo Uggiate Trevano - Progetto : English Is Fun
UGGIATE TREVANO • 02/2023 - 04/2023

- Completed 32hrs Native English speaker course.
- Taught 4 classes of 5th Primary school-
- Scuola Primaria Anna Frank- Uggiate Trevano
- Scuola Primaria Carlo Collodi - Ronago
- Scuola Primaria Goglio Perlasca - Bizzarone
- Prepared Powerpoint presentations for better understanding of the topic with the help of pictures and videos.

- Taught new vocabulary, studied about Daily Routine, Places in a city, Animals, Types of Books and the Human body.
- Taught Parts of the body and Organs for CLIL science.
- Provided instruction and support under supervision of the class teacher.
- Worked cooperatively with other teachers and administrators.

Istituto Comprensivo di Cantello - Progetto : Madrelingua Inglese Scuola Secondaria 1

Cantello , Varese • 01/2023 - 02/2023

- Completed 45hrs Native English speaker course .
- Taught 5 classes of 2nd and 3rd middle school .
- Prepared slides to enable better understanding of the topic with the help of pictures and videos .
- Created reading lists with materials for proper pronunciation.
- Taught new vocabulary and prepared comprehension on the same .
- Incorporated cultural awareness into lessons, encouraging students to appreciate diversity while improving their language skills.
- Conducted quiz games for the students based on the topics studied during the course .
- Provided instruction and support under supervision of the teacher .
- Worked cooperatively with other teachers and administrators .

Vestian Global Workplace Services - Business Development Manager

Chennai , India • 08/2010 - 10/2012

- Ability to track and follow new business opportunities. Excellent lead generation and development skills.
- Improved operations through consistent hard work and dedication.
- Exceeded goals through effective task prioritization and great work ethic.
- Developed and maintained courteous and effective working relationships.
- Served customers and followed outlined steps of service.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Carried out day-day-day duties accurately and efficiently.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Increased client base by identifying new business opportunities and cultivating strong relationships with key decision makers.

UGL Equis - Asst.Manager - Business Development

Chennai , India • 10/2008 - 08/2010

- Used coordination and planning skills to achieve results according to schedule.
- Developed and maintained courteous and effective working relationships.
- Carried out day-day-day duties accurately and efficiently.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Resolved problems, improved operations and provided exceptional service.
- Served customers and followed outlined steps of service.

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Offered friendly and efficient service to customers, handled challenging situations with ease.

The Raintree an ECOTEL Hotel - Key Account Manager

Chennai , India • 05/2006 - 09/2008

- Met existing customers to review current services and expand sales opportunities.
- Developed, maintained and utilized diverse client base.
- Demonstrated consistent track record of overachieving sales quotas.
- Consistently achieved top ranking in revenue and profit growth.
- Worked with sales team to collaboratively reach targets, consistently meeting or exceeding personal quotas.
- Developed new business relationships and maintained existing through regular communications and effective account management.
- Met with customers to discuss and ascertain needs, tailor solutions, and close deals.
- Attended monthly sales meetings and quarterly sales trainings.
- Completed call reports, paperwork and on-going personal training by required deadlines.

LANGUAGES

English



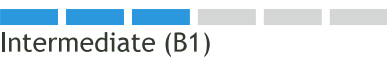
Bilingual or Proficient (C2)

Italian



Upper intermediate (B2)

French



Intermediate (B1)

Tamil



Upper intermediate (B2)