

# Lisa Ugolini

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## Dati anagrafici

<b>Esperienze professionali</b>	2007–	British School	Rimini
	<b>Direttrice didattica</b>		
	<ul style="list-style-type: none"><li>▪ Organizzazione corsi.</li><li>▪ Preparazione materiale didattico.</li><li>▪ Aggiornamento insegnanti.</li></ul>		
	2001–	British School	Rimini
	<b>Esaminatrice Università di Cambridge</b>		
	<ul style="list-style-type: none"><li>▪ Esaminatrice esami orali Cambridge (YLE, KET, PET, FCE, CAE).</li><li>▪ Responsabile esami scritti Cambridge (YLE, KET, PET, FCE, CAE).</li></ul>		
	1998–	British School	Rimini
	<b>Insegnante lingua inglese</b>		
	<ul style="list-style-type: none"><li>▪ Corsi inglese generale per ragazzi e adulti in sede e fuori sede.</li><li>▪ Corsi inglese business in sede e fuori sede.</li><li>▪ Corsi preparazione esami Cambridge (YLE, KET, PET, FCE, CAE) per ragazzi e adulti in sede e in sedi scolastiche.</li><li>▪ Corsi inglese per bambini scuola dell'infanzia e primaria.</li><li>▪ Corsi di conversazione inglese.</li><li>▪ Corsi di preparazione individuali.</li></ul>		
	1996–1998	Maggioli Editore	S.Arcangelo di Romagna
	<b>Redattore</b>		
	<ul style="list-style-type: none"><li>▪ Organizzazione e preparazione riviste per pubblicazione.</li><li>▪ Contatti con autori.</li><li>▪ Correzione bozze.</li></ul>		
<b>Istruzione</b>	1998	Eurolink	Sheffield (UK)
	<ul style="list-style-type: none"><li>▪ TESOL Certificate (Teacher of English to speakers of other languages – certificato riconosciuto internazionalmente, abilitazione all'insegnamento della lingua inglese)</li><li>▪ votazione A2.</li></ul>		
	1996	Università degli studi di Bologna	Bologna
	<ul style="list-style-type: none"><li>▪ Laurea in Lingue e letterature straniere moderne.</li><li>▪ votazione 110 e lode.</li></ul>		
	1988	Liceo Linguistico "G.D'Arezzo"	Rimini
	<ul style="list-style-type: none"><li>▪ Maturità linguistica.</li><li>▪ votazione 60/60</li></ul>		
<b>Interessi</b>	Lettura, cucina, musica, arte e teatro.		
<b>Informazioni aggiuntive</b>	Bilingue inglese-italiano (madre inglese, padre italiano)		

FORMATO EUROPEO  
PER IL CURRICULUM  
VITAE

Nome Romano Khan

Indirizzo British School – Viale Centauro 5 – 47900 Rimini

Telefono +39 0541 852889

Nazionalità Britannica/Italiana

Data di nascita

Luogo di Nascita

ESPERIENZA LAVORATIVA

2015 - present

Teaching English as a foreign language: *British School* Rimini Viale Centauro, 5 Rimini

2011 / 2015

Teaching English as a foreign language: *British School* in Legnano, Corso Sempione. CEFR A1-C2 levels; annual courses, individual tuitions, private companies courses: dealing with entry speaking tests, mock tests, regular reports, final exams.

2012 / 2013

Teaching philosophy and history at the Liceo Scientifico: Istituto Statale di Istruzione Superiore "Edith Stein", via dei Gesomini 14, 21026, Gavirate, Varese

2006 / 2012

Teaching English: British School in Busto Arsizio, Viale Duca D'Aosta, Busto Arsizio, Varese, Italy

2002 -

Lecturing on *Medieval and Early Renaissance Italy* at **Richmond College, International American University**: Via Maggio 11, Florence. Grading exams, full tutoring, ordinary administrative duties, organizing seminars and other cultural events in the department.

1999 / 2002

Teaching English language and literature at Liceo Nuovo Istituto Manzoni, via Roma, Siena.

ISTRUZIONE E FORMAZIONE

**Ph.D. in Philosophy**, University of Essex, UK. Post-graduation Doctorate research period of 3 years (full-time). Title of the publication: *The Temporal Cliff of the Flesh in Merleau-Ponty's Ontology of Time*.

**Degree in Philosophy** (Laurea in Filosofia:).

MADRELINGUA

Inglese - Italiano

PERSONAL INFORMATION **Kirsty Jean McClymont**

Sex female | Date of birth 12/09/1986 | Nationality British

PERSONAL STATEMENT

I am a CELTA qualified English teacher with four years experience. I am a hardworking, reliable professional with both teaching and design experience. I am keen to develop my teaching career within the TEFL sector. I recently designed and organised an English summer camp and an intensive English course for teenagers. I enjoy teaching both children and adults. I am committed to creating original ESL lessons for students that are unique, fun and effective.

WORK EXPERIENCE

(November 2016- Current)

English Teacher, Camp organiser, Manager

Dreaming in English, Via Plinio, Taranto, Italy

I was responsible for the start up and day to day running of a new English summer camp in Puglia. I managed five members of staff, controlled the camp's budgets and I created the activity programme and for the children. I also designed and taught a 10 hour summer course for teenagers using authentic material from subjects of particular interest to that age range.

(April 2017-Current)

English teacher

Istituto Giovanni Giannone, Via Degli Orsi, Pulsano, Italy

PON project for KET and PET examinations.

(November 2016- April 2017)

English teacher

International House Rome, Viale Manzoni, Rome, Italy

I taught both internal and external courses for children and adults in groups and individuals.

(September 2013 – July 2016)

English Teacher

Religiosi Dei Sacri Cuori Primary School , Via Manzoni, Naples, Italy

During my time at Sacri Cuori I taught three different classes during main school hours. I assisted the children with a drama course and taught art in English. I also taught after school classes for students taking Starters, Movers and Flyers Cambridge examinations.

(July 2014- current ) **Replace with employer's name and locality (if relevant, full address and website)**  
**Teapalade** **Replace with main activities and responsibilities**  
 We Can Teach Vacanze Studio Naples, Italy  
 We can teach is an educational holiday company that organizes holidays for children from Italy to summer schools in the United Kingdom.  
 Every summer I am responsible for the welfare of the children who are traveling, I act as their guardian. I organize travel and activities for the children when they are not in lessons.

(August 2011-August 2013) **Business or sector** **Replace with type of business or sector**  
**Bespoke sales associate**  
 David Linley Interior Design London, England  
 Linley is a prestigious British design company that centers on British design and craftsmanship.  
 During my time at Linley I had a very client centered role dealing with high profile clients. My duties included maximizing sales through networking and generating new business both nationally and internationally.

**EDUCATION AND TRAINING**

- ( 2016) **CELTA (Certificate in Teaching English to Speakers of other Languages)**  
International House Rome, Italy
- (April 2016) **Dyslexia and Foreign Language Teaching**  
University of Lancaster, England
- (2005-2009) **BA(Hons) Business Economics**  
Manchester Metropolitan University ,England
- (2003-2005) **4 A-levels grades : AABC**  
Arnold School Sixth form, England

**PERSONAL SKILLS**

Mother tongue(s) English

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	B2	B2	B2	B2	B2

Communication skills Excellent written and verbal communication skills. Having developed these skills through experience in luxury retail, design and teaching. Strong interpersonal skills gained from working at various schools.

- Organisational / managerial skills
- Leadership ( responsible for a group of 25 children ) I organised travel arrangements, guardianship, and accommodation for a two week period.
  - Organised intensive English courses for adults and teenagers.
  - Organised design presentations for client meetings
  - Organised art lessons in English.
  - Organised English lessons for doctors and medical staff.
- Other skills
- Proficient in all Microsoft Office packages.  
Trained First Aider  
In the past few years I have also worked as a free lance teacher and translator which has allowed me to have an insight into different sectors such as banking and finance, legal, tourism, journalism, architecture and interior design.
- Driving licence
- UK full clean driving licence.

# Silvia Provenzano

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## Education

- 2013 – 2014** MA in TESOL (Teacher of English to Speakers of Other Languages) and Translation Studies  
Aston University, Birmingham (UK)
- 2009 – 2013** BA Degree in Language Science and Foreign Literatures – Catholic University of Milan  
First Class Honours

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## Employment History

- Oct 2015-present** **British School Rimini**
- Corsi di preparazione esami Cambridge English presso scuole pubbliche
  - Lettorati di lingua inglese presso scuole pubbliche
  - Corsi per adulti, teenagers e bambini
- July '15 – August '15** **English Teacher, Select English – Residential Summer School, Cambridge**
- Assist with placement testing
  - Teaching mixed international young learners
  - Tailoring each lesson around the set curriculum of pupils (Starters, Movers and Flyers)
  - Pastoral duties together with participating fully in the social programme including excursions and projects.
- October '14 – May '15** **English Teacher, Activa – Escuela de Idiomas, Ponferrada**
- Providing support to the leading teacher and to students of all ages (from Nursery to Secondary school)
  - Improving communication skills daily with a focus on pronunciation and interaction.
  - Working as part of a team to provide efficiency and quality.
  - Preparation of the students by level of proficiency in order to obtain internationally recognised official certificates (Cambridge ESOL, Trinity College London).
- October '14 – May '15** **English Conversation Teacher, Escuela Oficial de Idiomas, Ponferrada**
- Teaching adult students and leading English Speaking classes.
  - Preparation of the Cambridge examination.
  - Tailored each lesson around the set curriculum for learners for Cambridge exams.
- Summer '14** **English Conversation Teacher, Aston University (3 months)**
- Teaching international adult learners, with a focus on the development of students' communication skills.
  - Preparation to the IELTS speaking part.
  - Kept lessons challenging and interesting to keep students motivated.
- 2010 - 2013** **Personal Tutor: English and French, Milan**
- Helped Italian students and adult learners to improve their English/French proficiency.
  - Taught students of all ages, ranging from primary school to adult learners.
  - Tailored each lesson around the set curriculum for students in formal education.
  - Kept lessons challenging and interesting to keep pupils motivated.

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## Positions of Responsibility

- 2011 – 2012** **President of the student accommodation 'Paolo VI', Catholic University of Milan**
- Organised and promoted internal activities
  - Kept a tight budget and appointed committee members.

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## Experience

- 2012-2013** Volunteering: Scuola della pace - Comunità di Sant'Egidio, Milano  
**2012** Volunteering: Charity Work Programme – School for Life, Sri Lanka

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## Skills and Other Interests

- Languages** English (Native), Italian (Native), French (Fluent), Spanish (Intermediate), German (Beginner).  
**ICT** Confident user of Microsoft Word, PowerPoint, Excel and TRADOS.

## PERSONAL INFORMATION

Name **BRADLEY, MALIKIA SABREEN**

Nationality

Date of birth

## WORK EXPERIENCE

### • January 2015- present

• Name and address of employer

**British School  
viale Centauro, 5, Rimini (Italy)**

- Type of business or sector
- Occupation or position held
  - Main activities and responsibilities

Private Language School  
Mother Tongue English Teacher  
Teaching English grammar and conversation to all levels of classes.

### • September 2008 – July 2011

• Name and address of employer

**SIRVA Relocation  
New York, NY (USA)**

- Type of business or sector
- Occupation or position held
  - Main activities and responsibilities

Global Relocation Company  
Property Manager Specialist

Served as Property Manager for 80+ private properties. Duties included overseeing and effectively managing 80+ private properties throughout the US, hired and established business relationships with real estate companies and individual agents, maintained close relationships with company clients in the form of daily emails, phone calls and weekly conference calls, reviewed rental listings, authorized and recorded payments to owners and vendors, maintained monthly e-mail correspondence to owners, tenants and vendors, created welcome letters for new tenants, ran background checks on potential tenants, tracked monthly collection of rent and late fees, created and issued late fee notices to tenants, and ran billing reports to ensure proper billing to company clients.

### • September 2006 – October 2007

• Name and address of employer

**The Natural Gourmet Institute, New York, NY (USA)**

- Occupation or position held
  - Main activities and responsibilities

Registrar/ Marketing Assistant

Served as registrar and marketing assistant duties included registering students for upcoming public classes, proof reading Supply Requests and Recipes for public cooking classes, writing contracts for chefs, proof reading public class brochures, updating contact lists, and facilitating weekly mass e-mail distribution.

### • July 2003 – June 2006

• Name and address of employer

**Apple Computer, Inc. New York, NY (USA)**

- Occupation or position held
  - Main activities and responsibilities

Lead Cashier

Lead cashier duties included, scheduling thirty cashiers breaks, training current and new employees, counting the end of day store sales, conducting safe audits, technical trouble shooting Mac OSX issues, trouble shooting POS malfunctions, trouble shooting Hypercom issues, trouble shooting Ipod malfunctions, and handling customer complaints.

## EDUCATION AND TRAINING

- **January 2012 - June 2012**
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded
- **September 2006 – June 2010**
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded
- **September 2003 – June 2006**
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded

### **TEFL International**

Internationally recognized TEFL certificate course, with a practical emphasis on teaching skills, language awareness, phonology and classroom management.

### **TTT 120-hour TEFL Certificate**

### **Hunter College, New York, NY (USA)**

Media Studies

Bachelor of Arts

Borough of Manhattan Community College

Video Arts and Technology

Associate in Applied Science



**PERSONAL SKILLS  
AND COMPETENCES**

**MOTHER TONGUE**      **English**

**OTHER LANGUAGES**

**Italian**

- Reading skills      Good
- Writing skills      Good
- Verbal skills      Good

**SKILLS**      Proficient in Photoshop, Mac platforms, Windows platforms, Microsoft Office, Internet navigation, Social Media Websites and Apps, E-mail, and Switchboard phone systems

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