



**Yanichel
Ramirez**

Date of birth:

May 30th, 1978

CONTACT INFORMATION

Nationality: Italian. Gender: F



Via Piave 60, Castelseprio 21050
CASTELSEPRIO, Italia



yanichelramirez@gmail.com (+39)



3804615056

LinkedIn: [linkedin.com/in/
yanimazzotta](https://www.linkedin.com/in/yanimazzotta)

PRESENTATION

Passionate strategist with more than 15 years of experience in administration, human resources, and business intelligence. I also became an educator by being dedicated, Self-Taught, outgoing and a team player. I have been successful in raising a family and I attribute this success to my ability to plan and manage many different tasks at the same time. I am a computer expert and support the use of technology to improve processes and/or other. I like being a Trainer-Coach. Speaking 3 languages its been an advantage in my performance.

WORK EXPERIENCE

16 sep 2021 – AS OF TODAY – Castellanza, Italia

English Mother tongue Teacher of the **British College at Maria Ausiliatrice Institute**

Primary School

Levels 1st to 5th Primary / CLIL Subjects: Science/ History/ Conversation

Main duties:

- Planning and preparing curriculum lessons to mixed groups.
- Marking and providing appropriate feedback on oral and written work.
- Use relevant technology to support education: multimedia projectors, Smartboard, IPADs with dedicated educational APPs.
- Developing Cambridge Courses for Starters, Movers, and Flyers inhouse.

4 NOV 2020 – 4 JUN 2021 – Busto Arsizio, Italia

Freelance English and Spanish coach

Centro Lingue My Open School - Cambridge Authorized Centre

One-to-one courses – Private and State Schools

Business Group Courses – Training on site

Follow up the workforce by Microsoft teams, zoom, meet, skype.

Levels Pre-A1-to B2 / CLIL Subjects / Middle School and Primary School

Main duties:

- Planning and preparing curriculum lessons to mixed groups
- Marking and providing appropriate feedback on oral and written work.
- Use relevant technology to support education: multimedia projectors, Smartboard, IPADs with dedicated educational APPs.
- Schools worked: Istituto Comprensivo De Amicis.
- Cambridge Online Teacher for Movers, flyers and starters. level

18 GEN 18 – 30 SEP 20 – Varese, Italia

English Teacher Coordinator

Piccola England (Bilingual School)

1. Early Childhood Educator for 4-5 age group.

2. Online school platform mapping coordinator for kindergarten

- Topics
- Material by age
- Communications Supervisor - School
- Continuous improvements - helpdesk

3. Coordinator of new procedures to improve teaching methods and modes, including technology as a useful tool: multimedia projectors, smartboards, educational apps, etc.



- 4. Planning, preparation of curricular lessons for a mixed age group.
- 5. Appropriate evaluation and feedback on oral and written work.
- 6. Training and support to educators with technology tools, multimedia, software.

15 GEN 18 – 30 GIU 20 – Gallarate, Italia

Full Immersion English Coach

British College Gallarate

International and Bilingual Nursery environment

Main duties:

- Planning and preparing curriculum lessons to mixed groups of Children with English as a second Language.
- Use relevant technology to support education: multimedia projectors, Smartboard, IPADs with dedicated educational APPs.
- Identify and select different educational resources and methods to meet the students' varying needs.

- Schools worked in:
 - Cuggiono Elementary School
 - Venegono Superiore Elementary School
 - Busti Nursery at Venegono Superiore.

15 AGO 15 – 30 GIU 16 – Doha, Qatar

Academic Coordinator, EYFS, TWYLA Nursery

1. Interaction with intercultural families, giving them support and reassurance

2. Class management.

Plan, prepare, and teach a range of classes and age groups.

4. Design, write and produce new materials, including audio and video resources.

5. Participate and contribute to training sessions;

6. Participation in marketing events for the language school.

7. Preparing information for inspection visits and other quality assurance exercises.



9 GEN 11 – 15 DIC 11 – Panama, Panama

Operational Planning Coordinator, Smartmatic Panama

1. Responsible for managing, designing and executing the operational plan that aligns with business strategy and human, administrative and legal resources, as well as IT and other support areas.
 - Generating and monitoring KPIs.
 - Activities in three areas: management and reporting control, process improvement and risk management.
 - Management and reporting control:
2. Set up metrics and KPIs to be able to build a dashboard for each operational goal.
 - Monitor and control the execution of the High-Level Operational Plan.
3. Improving business processes:
 - Identifying improvements in business processes and coordinating with their departmental areas for its definition and documentation.
 - Identify and present automation process initiatives and the needs of new policies.
 - Create and implement plans to meet the needs of information from management. (Reporting, KPIs, etc.)
4. Risk Management
 - Support for COO in resolving critical issues and special projects.

30 DIC 09 – 30 SET 11 – Panama, Panama

Executive Assistant – General Project Manager Canale di Panama – Enlargement of the Panama Canal

1. Follow Up of the current project / monthly results together with the managers of each area.
2. Monitor and contribute to the writing of the Business Plan in coordination with the management team.
3. Support business operations and the implementation of new projects.
4. Preparing, maintaining, and distributing reports, with: Spreadsheets, Manuals, Agendas, correspondence, strengths, and reminders.
5. Daily administrative support, including calendar management, coordination of internal and external meetings/visits, writing meeting minutes, document filing, customer database management, production of business presentations, etc.

EDUCATION AND TRAINING

GEN 09 – 8 DIC 09 – Nagoya, Japan

● **Training English Sensei (English Teacher)**
Suzuki School Corporation

1. Provide training with techniques developed according to the specifications of the Japanese method, and teaching English at Nursery (kids from 3-5 years)
2. Coordinate, guide and manage all technology projects to improve existing manual processes in all educational centers.
3. Development and upgrade of new training materials (multimedia) I have updated and made accessible the material (bilingual) for the whole team.
4. Updated the proposed curriculum for all educational centers in the group, including: 2 kindergartens, 2 elementary schools and 2 kindergartens for a total of 2,000 students.

October 2020 – Busto Arsizio, IT

● **CAMBRIDGE TKT CERTIFICATE MODULES 1, 2,3**

(International Certification valid to Teach English to Foreigners)
CERTIFIED CAMBRIDGE TEACHER - 2020

July 2007 – Panama, Panama

● **Master's in business administration /Latin University of Panama Jan-2007**

June 2005 – Panama, Panama

● **Post-graduate in Formulation, Evaluation and Management of Investment Projects/ Panama Technological Uni (Declaration of Value from the Embassy of Italy)**

May 2004 – Panama, Panama

● **Industrial Engineer degree / Panama Technological Uni (Declaration of Value from the Embassy of Italy)**

PERSONAL SKILLS AND COMPETENCES

Mother tongue(s) Spanish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Italian	C2	C2	C2	C2	C2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
 Common European Framework of Reference for Languages

DIGITAL SKILLS

- Leadership, Team worker
- Excellent command of Microsoft Office™ Package. Internet, social media, MAC computers. Microsoft Project., Analytics
- Social media * Spreadsheets
- Email communication * Marketing automation * Data visualization



ORGANIZATIONAL SKILLS



Autonomy

I am able to organize my work independently and using my time wisely.

Customer orientation

I tend to look from other points of view and always compare myself before, during and after the realization of a work/ project with the or people who will receive the results.

Motivation

I can motivate myself and others to do business or face ambitious challenges and goals.

Teamwork

Always demonstrate a great willingness and ability to integrate my skills and energy with the team to achieve common goals and to promote a positive work-environment.

CONFERENCES and SEMINARS

Spain

Quality Projects Manager

10LUG06–10LUG06–Juran Institute

Italy

STEAM on Board

10 APR 20 – 10 APR 20

Invent teaching materials for kindergarten and primary school

25 MAR 20 – 25 MAR 20 – Italia

Distance learning and Google Classroom

DRIVING LICENCE

Driving license: B

HOBBIES AND INTERESTS

Fusion Kitchen

Practice Sport jogging e boxing Read

books