

PROFESSIONAL EXPERIENCE

- 09/2021 – present **Convitto Nazionale Mario Pagano** – Via Mazzini, 1
Campobasso, Italy
ESL Teacher for both Lower Secondary and Upper Secondary English as a second language – Cambridge Assessment International Education
Teaching the Cambridge IGCSE syllabus to students in the first year of Lower Secondary and the first year of Upper Secondary Education
- 04/2014 – 06/2021 **British School of Campobasso** – Via Scardocchia, 16/c
Campobasso, Italy
EFL Head Teacher for all levels of General English and Exam Preparation: Cambridge English (CPE, CAE, FCE, PET, KET, YLE) and IELTS preparation courses.
DOS (Director of Studies) - duties include:
- Managing placement testing and allocating students to appropriate classes for their level;
 - Evaluation and selection of course books and teaching material for all levels;
 - Managing and supporting teaching staff effectively;
 - Selecting and interviewing new teaching candidates.
- Speaking Examiner Cambridge English Language Assessment** for Cambridge Exams - YLE, KEY, PET, FCE, CAE and CPE
- 04 – 09/2020 **Collegio Universitario “Luciano Fonda”** – Via F. Severo, 40 Trieste, Italy
Translation (Italian to English) of the Call for Applications for residency at the Collegio Universitario Fonda open to students enrolling in degree programmes at the University of Trieste, the residency rules and regulations and the education agreement.
- 2014 **Gruppo Pragma and Intoote Conversational Agents** – V.le G. Mazzini, Rome, Italy
EXPO 2015 – As part of the “Progetto Scuola”, my role, as an expert in English, was to collaborate with the team, in creating the knowledge base, in English, for the fair’s mascot and conversational agent, Foody, in addition to being responsible for the quality and updating of the content and monitoring of the conversational logs (back office).
- 2010 – 03/2014 **Energy Time S.p.A.** – Via Luigi e Nicola Marinelli, 2, Ripalimosani, CB, Italy

Purchasing Manager (Renewable Energy Sector).

Conducting research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality.

Negotiating and agreeing contracts and monitoring their progress and checking the quality of service provided. Forecasting levels of demand for services and products to meet the business needs and keeping a constant check on stock levels.

- 2002-2010 **Istituto Tecnico Commerciale Statale “L. Pilla” - 22, Via Veneto, Campobasso, Italy**
EFL Teacher. Organization and teaching of an English conversation course for high school students with the aim of applying the specific vocabulary to the various subjects studied such as law, business administration, marketing and tourism.
- June 2007 **Regione Molise (Direzione Generale VI)**
Speaking Examiner (English) – Member of the examining board for the conferment of 20 scholarships for graduate students on behalf of the “Servizio Beni e Promozione Culturale e Archivi Storici” of the Region of Molise.
- 2006-2007 **Istituto Tecnico Commerciale Statale “L. Pilla” – 22, Via Veneto, Campobasso, Italy**
EFL Teacher. Organization and teaching of an English course for high-school students in preparation for the Cambridge English Exams: KET, PET and FCE.
- 2004-2007 **Liceo Classico “G.A. Colozza” – Corso V. Emanuele, 70, Frosolone, Italy**
EFL Teacher. Organization and teaching of an English course for students in the last three years of high-school. The objectives of the course were to familiarize students with a modern conversational style of English and to provide an in-depth study of the language functions, grammar structures and vocabulary.
- 2003-2006 **Istituto Comprensivo Statale “L. Montini” – Via Scarano, Campobasso, Italy**
EFL Teacher. Organization and teaching of an English course for middle-school students preparing for the Trinity College (London) English examination.
- 2004 **GRUPPO PRAGMA Srl – Rome, Italy**
Translation, (Italian to English) of the content of an e-learning course regarding the topics of e-commerce and

rural development for the European Community program “Leonardo da Vinci” (E-rural Project).

2004 **INIPA** (Institute for Agricultural Development, Research and Training for the National Confederation of Farmers) – Rome, Italy

Translation (Italian to English) of the content to be included in the e-Rural portal in addition to the translation of all INIPA promotional brochures for the project.

2004 **Province of Campobasso**

Interpreter during the European Community Convention organized by the Province of Campobasso together with the Employment Agency of Campobasso regarding the EU projects “Job Club”, “Starting to Work” and “Respect”.

1996 **Laboratorio PROGETTO POIESI** – Alberobello, Italy

Translation (Italian to English) of the contents of various study seminars regarding the analysis of topics and problems of Mediterranean countries and their relationship with European countries.

1990 **Ordini dei Medici** – Agnone (IS)

EFL Teacher. Organization and teaching of a conversational English course for the medical personnel in the province of Isernia.

1987-1997 **Oleifici Colavita SpA** – Campobasso, Italy

Marketing and Export Junior Manager

Writing, editing and translation of business correspondence, contracts, press kits, product brochures, press releases, corporate documents, recipe collections, customer magazines and presentations.

Organizing, negotiating and interpreting business meetings with partners, clients and suppliers.

Planning and implementation of advertising campaigns and trade fairs both in Italy and abroad as well as promotional activities.

Managing relations with advertising agencies both in Italy and abroad; managing promotional campaigns for special markets such as Japan; researching new products; developing foreign markets and selecting new distribution channels.

1987 **Manifatture ITTIERRE SpA** – Isernia, Italy

Export Sales Assistant

Managing relations with foreign clients; customer service; handling customer orders and shipping.

1984-1987 **SEKUR S.p.A. (Pirelli Group)** – Rome, Italy
Assistant to the Marketing Manager
 Organizing trade shows, exhibits and promotional activities. Researching and selecting Italian and foreign suppliers for the company's products. Organizing training seminars for the company's sales force.

EDUCATION AND TRAINING

- 8 May 2021 **Eipass certificate - 7 modules**
- 2014 – 21 **Annual training courses organized by Cambridge Assessment English** regarding aspects pertinent to the roles of Speaking Examiner, Invigilator and DOS as well as to the procedures for conducting Cambridge exams.
- 2017 **University of Cambridge, English Language Assessment**
 Speaking Examiner Training Course: FCE, CAE, CPE leading to the qualification of Speaking Examiner
- 2016 **British School of Campobasso**
 Cambridge English Language Assessment training seminar: "Speaking and Writing Skills for A2 and B1 levels"
- 2015 **University of Cambridge, English Language Assessment**
 Speaking Examiner Training Course: YLE, KEY, PET leading to the qualification of Speaking Examiner
- 2004 **Istituto Tecnico Commerciale Statale "L. Pilla",** Campobasso, Italy
 Training seminar: "Teaching and evaluating listening and speaking"
- 2004 **Global TESOL College** - Vancouver, Canada
- Advanced TESOL/TEFL Certificate (Teacher of English to speakers of other languages).
 - International English Teacher License (TESOL Licensing Standards International)
- 2003 **Istituto Prof.le per l'Industria e l'Artigianato "L. Montini",** Campobasso, Italy
 Training seminar: "A linguistic and didactic analysis of the English language"
- 1992 **Associazione Industriali** of Campobasso
 Seminar on Quality Control (ISO 9000)

- 1990 - 1991 **Associazione Industriali** of Campobasso
Various seminars covering the topics of marketing management, human resources management, negotiating and interpersonal communication.
- 1982 **Simon Fraser University**, Vancouver, Canada
Bachelor of Arts – Faculty of Interdisciplinary Studies:
Major in Criminology; Minor in Sociology.

PERSONAL SKILLS

The experience I have gained throughout the many years of my career and the various positions held have assisted me in developing and improving my ability to:

- communicate cross-culturally (to be able to communicate and interact with different cultures);
- interact positively with people (interpersonal relations), seek win-win solutions and to work favourably in a team;
- set and work towards fixed targets;
- problem-solve.

Furthermore, I have acquired excellent communication and negotiation skills which are fundamental for the frontline positions I have occupied.

MOTHER TONGUE OTHER LANGUAGES

English
Italian - proficient user
French – basic user

ORGANIZATIONAL SKILLS

The positions that I have held in the various companies have given me the opportunity to organize services for foreign customers aimed at creating positive relationships with them. I also managed relationships with customers and company personal and developed an objectives and procedures plan to be used with our foreign customers. The plan outlined for example, how to handle contacts with the customer, how to fulfill customer's expectations, how to communicate with the customer, how to deal with customers who do not speak our language (Italian) and telephone etiquette.

Specifically, regarding my career as an EFL teacher, I believe that my excellent communication skills have formed the basis for the great rapport that I am able to create with my students which in turn, creates a more cohesive and effective learning environment where the information I have to convey in my role as a teacher is absorbed and retained by my students. Additionally, I am very patient and tenacious, skills which I use to help students overcome any learning obstacles that may arise. Having developed a keen sense of what is

working and what is not during a lesson allows me to be able to quickly adapt my lessons and keep students interested and engaged.

TECHNICAL SKILLS

I have a good working knowledge of the *Microsoft Office* suite, TeamSystem's *Gamma Sprint* ERP software programme and the Zoom platform for online lessons.

FURTHER INFORMATION

1987-1995 **Foreign travel and work experience**

Various business trips throughout Europe, USA, Canada and Japan.