
WORK EXPERIENCE**Teacher of English and School Administrative Assistant**

British S.r.l. [30/09/2019 – Current]

City: Genoa

Country: Italy

Business or sector: Education

Face-to-face and remote teaching. Group and individual lessons to adults, young learners, and pre-schoolers.

Levels: from starter to upper-intermediate. Remote teaching platforms used: Skype, Zoom.

As an Administrative Assistant: responsible for managing and distributing information among their co-workers, answering phones, and doing other administrative work.

Teacher of English

Millenium Language School S.r.l. [01/2020 – Current]

City: Genoa

Country: Italy

Business or sector: Education

General and business English lessons provided online to the employees of medium to large companies. Level: starter to intermediate. Course textbooks: (Pearson) Cutting Edge and Business Partner.

Teacher of English

University of Genoa [03/2021 – 06/2021]

City: Genoa

Country: Italy

Business or sector: Education

English B1 test training. Remote tutoring to first-year university students. Level: Intermediate. Course material: dedicated course on "AulaWeb" digital platform.

Teacher of English

Connor Language Services s.a.s. - Milan [09/2018 – 12/2020]

City: Genoa

Business or sector: Education

General English lessons provided to the employees of an international insurance company. All levels. Textbooks: (MacMillan) Straightforward, Open Mind, and Global.

Individual lessons of business English on Skype. Textbook: (Oxford University) Business Result.

Teacher of English

International School of languages S.r.l. - Naples [02/2019 – 03/2020]

City: Genoa

Country: Italy

Business or sector: Education

General English lessons to Navy staff and civilian personnel at the Hydrographic Institute of Genoa. Levels: from pre-intermediate to upper-intermediate. Course textbook: Inlingua®

Teacher of English

Officina Culturale 57 Srls [01/2019 – 12/2019]

City: Genoa

Country: Italy

Business or sector: Education

Group and individual lessons to adults and young learners (all levels).
Technical translations from Italian into English and vice-versa.

Cruise Terminal Hostess

Stazioni Marittime S.p.A. [08/2017 – 10/2017]

City: Genoa

Country: Italy

Business or sector: Other service activities

Reception services, logistic information, passenger check-in, and luggage labeling.

Interpreter

M.G. Meccanoplastica Genovese S.r.l. [05/03/2015 – 20/03/2015]

City: Genoa

Country: Italy

Business or sector: Professional, scientific and technical activities

Technical language services: description of machinery parts and components, system testing procedures, and quality assessment procedures. Language assistance in the editing of technical drawing activities.

Translator of legal documents

Lefco Management S.a.m. - Silversea Cruises [07/03/2006 – 05/05/2006]

City: Monaco

Country: France

Business or sector: Other service activities

English into Italian translation of a 400-page dossier of confidential legal acts.

Purchaser

Prestige Cruises Management SAM [04/1999 – 06/2002]

City: Monaco

Country: France

Business or sector: Professional, scientific and technical activities

Buyer of spare parts, consumables, and services to be shipped on board the Costa Crociere cruise ships.
Translation of the technical specifications of the M/s Costa Classica conversion project.

Translator

Lowland Limited [05/1997 – 01/1999]

City: London

Country: United Kingdom

Business or sector: Professional, scientific and technical activities

Translation of technical documents on board S/S Edinburgh Castle (former Eugenio Costa)

EDUCATION AND TRAINING

CELTA - Certificate in teaching English to speakers of other languages

International House [08/2018]

City: La Spezia

Country: Italy

Academic Degree of Interpreter and Translator of English and Spanish

Academic School for Interpreters and Translators [1992 - 1996]

City: Pisa

Country: Italy

Diploma di Scuola Superiore in Hotel Management

Hotel and Catering Vocational School [1984 - 1989]

City: Montecatini Terme (PT)

Country: Italy

Health and safety in the workplace. General training course.

University of Genoa [05/2021]

City: Genoa

Country: Italy

Office and administrative staff safety course

University of Genoa [05/2021]

Business English - Advanced level

Consorzio Nitcomisa [10/2013]

City: Genoa

Country: Italy

Payroll specialist

Ente C.I.O.F.S. [03/2013]

City: Genoa

Country: Italy

Literary Translator creative workshop

Faligi Editori [17/02/2012]

City: Turin

Country: Italy

LANGUAGE SKILLS

Mother tongue(s): **Italian**

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Spanish

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

French

LISTENING A1 READING A1 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1