

WORK EXPERIENCE AND EDUCATIONAL BACKGROUND

Since **2002** I have been working as a **freelance language consultant**, providing language training and translations to companies and private individuals. Normally, my courses focus on the development of language skills necessary to communicate at a working level, whereas translations are mainly related to the economic, financial and legal fields (financial reports, financial statements, contracts, etc.) as well as to marketing & communication (press releases), training (work psychology, personality analysis) and television (cartoon screenplays). Recently, I've also engaged in the translation of an Italian novel into English ("Bongizland" by author Carol Romanis).

Previous Occupation

1994 – 2001 UniMoney (Universal Srl), Milan (Italy)

UniMoney (Universal Srl) is a company that supplies language services to businesses operating in the economic, financial and legal fields.

I carried out the following activities:

Company language courses organization and management:

Main duties included: contact with corporate training managers, preliminary language testing, preparation of course offers, group composition, design of personalized course programs, progress reporting, teacher co-ordination, administrative aspects of course management.

Language training: English / Italian for Foreigners

Translations (from English, French and Spanish into Italian) and revisions of third parties' translations (economic-financial documents).

UniMoney personnel selection: in charge of assessing applicants' language skills through telephone simulations and oral interviews.

Past Work Experience

TRAINING Services

Sept. – Dec. 1998 BARD College, Annandale-on-Hudson, N.Y. (USA)

Assistant professor on the 1st semester of the 1-year Foreign Language Teaching Assistantship Program. Main duties included: teaching groups of U.S. college students the Italian language, tutoring, organizing the language lab activities and leading conversation groups.

TRANSLATION Services

- Translations of English and Italian press articles for some Italian magazines (tourism and publishing sectors).
- Translation of 17th century drama *Catiline* by English playwright Ben Jonson.

Education

Aug-Sept 2003 UNIVERSITY OF KENT, Canterbury (UK)

- FTBE CERTIFICATE (*“Further Certificate in Teaching Business English”*), administered by the *London Chamber of Commerce and Industry Examinations Board* (Pass mark: *Distinction*).

Oct-Dec 2002 JUST LEGAL SERVICES Sas – Milan (Italy)

- LEGAL ENGLISH CERTIFICATE (*Advanced Level*) within the *International Professional English Certificates* program, administered by the *British Chamber of Commerce* (Pass mark: *Excellence C1*).

1997-1998 THE BRITISH COUNCIL, Milan (Italy)

- Series of workshops on *Techniques for Teaching Italians English* (e.g. *Italian Students’ Problems and Possible Solutions, Teaching One-to-One, etc.*)

1993-2001 UNIMONEY Srl, Milan (Italy)

- Courses and seminars in Economic, Financial and Banking English, for translation purposes (e.g. *Economic and Financial English, Banking English, Corporate Finance, Banking and Financial Instruments, International Finance, etc.*).

1988-1993 I.U.L.M., Milan (Italy)

- University Degree in Modern Languages majoring in English and Anglo-American Literature: final grade 105/110 (thesis: *“The Role of The New York Times in the American Press”*).

1987-1988 COLUMBIA UNIVERSITY, N.Y.C., N.Y. (USA) School of General Studies A.L.P. (American Language Program)

One-year stay in New York, where I attended the following courses:

- *Course in the English Language and an Introduction to American Studies*
- *College Composition for Foreign Students*