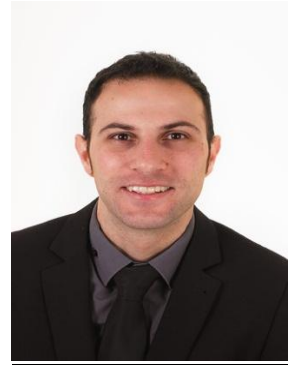


GIANLUCA DI GIOIA

PERSONAL DATA

Name/Surname: Gianluca Di Gioia



WORK EXPERIENCE

Period: 2013-Current
Employer: British Institutes Tradate
Address: Via Passerini, 16 – Tradate (VA, Italy)
Position: Director of Studies/EFL Teacher

Responsibilities: Plan and deliver General and Business English lessons
Lead language projects within primary and secondary schools: Scuola Media di Binago, Scuola Media di Valmorea and Scuola Elementare di Rodero.
Track and evaluate students' progress
Assess and evaluate students before enrolling in the school
Assist and train teaching staff

Period: 2014-2015
Employer: Wall Street Institute
Address: Via Sella, 3 – Busto Arsizio (VA, Italy)
Position: In-Company English Teacher

Responsibilities: Carry out in-company language trainings
Deliver lessons by following a specific in-house teaching method
Evaluate students on a regular basis through oral tests
Maintain a professional attitude and high standards of education
Provide students with a written report at the end of each test

Period: 2008-2011
Employer: Leith Language Academy
Address: Foot of Leith, Edinburgh (United Kingdom)
Position: English Teacher

Responsibilities: Plan and deliver General English lessons
Set and carry out conversation classes (Level A1/B1).
Develop and mark written and oral tests on a regular basis
Monitor students' progresses and provide written feedback

Period: 2006-2008
Employer: Edinburgh Napier University
Address: Craiglockhart Campus, 110 Colinton Rd., Edinburgh (United Kingdom)
Position: Italian Language Tutor

Responsibilities: Be in charge of one-to-one conversation tuitions
Prepare international students for written and oral exams
Maintain a high-quality learning environment
Operate according to rules and regulations enlisted by the institution
Set and manage extra-curricular activities (movie nights, events,...)

EDUCATION

Period: 2006-2010
Organization: Edinburgh Napier University
Address: Craiglockhart Campus, 110 Colinton Rd., Edinburgh (United Kingdom)
Main Subjects: Marketing Management and Business Studies, English as a Foreign Language, Spanish and German.

Qualification: BA (with Hons) in Marketing Management with Languages
Level: 2:1

Period: 2010
Organization: TEFL Scotland
Address: 15-17 High Street, Dingwall (United Kingdom)
Main Subjects: Lesson planning, teaching techniques, classroom management, practice grammar and language functions, vocabulary, pronunciation, teaching children techniques, manage classes in practice.

Qualification: TEFL Certificate - Teaching English as a Foreign Language

SOCIAL SKILLS

I lived 7 years in the Republic of Ireland and Scotland, in the United Kingdom. My experience abroad has given me the opportunity to live and work within an international environment and learn cultural aspects that differ significantly from mine.

This has helped me develop an easy-going, engaging personality, widen my perspectives of life and improve my interpersonal skills. I have embarked on many journeys and visited several countries around the world. With no doubt this has contributed to improve my organizational skills, develop my own self-esteem and provide the ability to adapt to a variety of situations.

WORK SKILLS

Organizing timesheets of a high number of students, tracking students' progress, providing written feedbacks, keeping Directors of School updated with work covered in class and report any issue that may arise.

During my academic studies in Scotland I was used to working with other students to complete group works and assessments. This has

given me the possibility to improve my teamwork abilities and have the chance of leading several university group projects.

OTHER SKILLS

Excellent communication skills and professional manners. Committed to personal development and professional advancement. Stress resilient, dynamic and patient individual.

IT SKILLS

Excellent use of MS Office (Word, Excel and Power Point), Internet and Outlook Express.

OTHER INFO

In possession of a Driving License (Category B) and own vehicle.

REFERENCES

Mr Mark Roper – English For Business snc, Via Orio 21/L, Inverio (NO) – Phone Number: +39 0322 259 671

Mrs Valentina Marotta – Service Manager at Wall Street Institute, Via Sella 3, Busto Arsizio (VA) – Phone Number: +39 0331 670 673

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– Autorizzo il trattamento dei miei dati personali presenti nel cv ai sensi del Decreto Legislativo 30 giugno 2003, n. 196
“Codice in materia di protezione dei dati personali” e del GDPR (Regolamento UE 2016/679)