

**EUROPEAN FORMAT  
FOR CURRICULUM  
VITAE**



**PERSONAL INFORMATION**

Name **NICOLE DINZEY**  
Address  
Telephone  
E-mail  
Nationality **British / Canadian**  
Date of Birth

**PROFESSIONAL EXPERIENCE**

- Date **SEPTEMBER 2020 - PRESENT**
- Employer's Name and Address **BRITISH INSTITUTES - TRADATE  
VIA BRUNO PASSERINI, 16 21049  
TRADATE**
- Type of company or sector **LANGUAGE INSTRUCTION**
- Type of employment **ESL TUTOR / JUNIOR ACADEMY  
COORDINATOR**
- Main duties and responsibilities **ESL TUTOR / JUNIOR ACADEMY COORDINATOR**
  - Teaching individual and group lessons from absolute beginner to specialist language (C2+) levels in accordance with the European Common Level programme
  - Teaching English Conversation Course for primary school (1-5) Scuola Elementare Orrù and Rodari, Fagnano Olona a.s. 2020/2021
  - As JUNIOR ACADEMY COORDINATOR – assessing young learners for courses / creating ad hoc courses for schools / creating summer camp programmes / managing special laboratories and events for young learners / teaching young learners from 5 – 14 years old
  - Invigilator and oral examiner for exam sessions
  
- Date **JUNE 2019 – MAY 2020**
- Employer's Name and Address **THE ENGLISH SCHOOL OF COMO  
VIA TOMMASO GROSSI, 9 22100 COMO**
- Type of company or sector **LANGUAGE INSTRUCTION**
- Type of employment **ESL TUTOR**
- Main duties and responsibilities
  - **TEACHING INDIVIDUAL AND GROUP LESSONS FROM ABSOLUTE BEGINNER TO SPECIALIST LANGUAGE (C2+) LEVELS IN ACCORDANCE WITH THE EUROPEAN COMMON LEVEL PROGRAMME**
  - **ORGANIZING, SELECTING AND PREPARING DIDACTIC MATERIAL TO BE USED TOGETHER WITH ASSIGNED DIDACTIC MATERIAL**
  - **ASSESSING ORAL LEVEL OF STUDENTS BEFORE BEGINNING LANGUAGE COURSE**
  
- Date **JANUARY 2016 – JULY 2019**

• Employer's Name and Address

- Type of company or sector
- Type of employment

• Main duties and responsibilities

**ATENELO GROUP - BRITISH INSTITUTES**

VIA MANTOVA, 6A 21013 GALLARATE (VA) / VIA TONALE, 41 VARESE

**LANGUAGE INSTRUCTION**

**ESL TUTOR / JUNIOR ACADEMY COORDINATOR**

- Teaching individual and group lessons from absolute beginner to specialist language (C2+) levels in accordance with the European Common Level programme
- Teaching English Conversation Course for all classes (1-5) of Istituti Vinci Aeronautico (Gallarate and Varese) / Liceo Linguistico (Gallarate) (2016/17 academic year)
- Organizing, selecting and preparing didactic material to be used together with assigned didactic material
- Training of teachers in the British Institutes Group.
- Assisting teachers who are new to the group
- Planning of Intensive course programmes
- Assessing oral level of students before beginning language course
- As JUNIOR ACADEMY COORDINATOR – assessing all young learners for courses and assigning suitable didactic material / creating ad hoc courses for schools / creating summer camp programmes / coordinating and training teachers for young learner programmes / managing special laboratories and events for young learners / teaching young learners from 1 – 14 years old
- Created online course for tour guides (B2 level)
- Secretarial duties (enrollment, payments, renewal of courses, scheduling teachers, sales)
- Invigilator and oral examiner for exam sessions
- Collaborating in writing young learner syllabi and exams for the English Speaking Board (all levels)
- Translations (Italian to English)

• Date

• Employer's Name and Address

- Type of company or sector
- Type of employment

• Main duties and responsibilities

**NOVEMBER 2002 – DECEMBER 31, 2015**

British Institutes

Via Leopardi, 8 Milan

Language Instruction

ESL Tutor / Senior Teacher / Trainer for English is Fun!<sup>TM</sup> / Coordinator for English is Fun!<sup>TM</sup>

- Teaching individual and group lessons from absolute beginner to specialist language (C2+) levels in accordance with the European Common Level programme
- Organizing, selecting and preparing didactic material to be used together with assigned didactic material
- Training of teachers in the British Institutes Group.
- Assisting teachers who are new to the group
- Observing teachers' lessons and writing reports for ISO 9000 compliance.
- Writing of B2, C1 & C2 practice exams (mocks) & B1+, B2, C1 & C2 certification exams recognised by the Italian Ministry of Education
- Coordinating of certification exam sessions throughout the year (dates, ordering of exams, invigilation, marking, requests for certificates)
- Planning of Intensive course programmes
- Qualified teacher of English is Fun!<sup>TM</sup> programme (children 3–8/ 1-3 years old)
- Qualified teacher trainer of English is Fun!<sup>TM</sup> candidate teachers

- Interviewing and hiring ESL teachers (English is Fun!™)
  - Coordinating English is Fun!™ for Milan (total of 424 children 1 – 8 years old 2007/08)
  - Assessing oral level of students before beginning language course
  - Tracking and didactic assistance for Blended courses
  
- Date **JULY 2008 – APRIL 2010**
  - Employer's Name and Address IAMSDA Magazine  
via Bocconi 8 Milan
  - Type of company or sector Alumni Magazine of Bocconi SDA
  - Type of employment Freelance translator
  - Main duties and responsibilities
    - Translating journalists' articles from Italian into English – Business oriented magazine
  
- Date **MAY 2004 - PRESENT**
  - Employer's Name and Address Translation Source  
11767 Katy Freeway, Suite 225  
Houston, TX 77079
  - Type of company or sector Translation
  - Type of employment Freelance translator
  - Main duties and responsibilities
    - Translating documents from Italian or French into English – specialising in legal and medical documents
    - Proofreading translation work of other translators
  
- Date **DECEMBER 2001 – DECEMBER 2004**
  - Employer's Name and Address Intensive Business English  
Via Collauti, 1 Milano
  - Type of company or sector Language Instruction
  - Type of employment ESL Tutor
  - Main duties and responsibilities
    - Teaching individual and group lessons from elementary to upper intermediate levels
    - Organizing, selecting and preparing didactic material to be used together with assigned didactic material
    - Evaluating student's progress and reporting on same
    - Translating documents – Italian to English
  
- Date **NOVEMBER 2000 – DECEMBER 2001**
  - Employer's Name and Address Languages 9001 s.r.l.  
Via Fara, 36 Milan
  - Type of company or sector Language Instruction
  - Type of employment ESL Tutor / Didactic Coordinator
  - Main duties and responsibilities
    - Teaching group and individual lessons
    - Organizing class formations, organizing, selecting and preparing didactic material for lessons, testing new students' levels
    - Managing teachers
    - Translating documents – French to English
    - Assisting DOS
  
- Date **OCTOBER 1999 – NOVEMBER 2000**
  - Employer's Name and Address Intensive Business English  
Via Collauti, 1 Milano
  - Type of company or sector Language Instruction
  - Type of employment ESL Tutor

- Main duties and responsibilities
  - Teaching individual and group lessons from elementary to upper intermediate levels
  - Organizing, selecting and preparing didactic material to be used together with assigned didactic material
  - Translating documents – Italian to English
  
- Date
  - **JANUARY – OCTOBER 1999**
- Employer's Name and Address
  - **Manager's Communicative Development**
  - Piazza G. Cesare, Milano
  - Type of company or sector
    - Language Instruction
  - Type of employment
    - Distance ESL Tutor
- Date
  - **OCTOBER 1995 – JANUARY 1999**
- Employer's Name and Address
  - **Linguaviva s.r.l.**
  - Via C. de Cristoforis, Milano
  - Type of company or sector
    - Language Instruction
  - Type of employment
    - ESL Tutor
- Main duties and responsibilities
  - Teaching individual and group lessons from beginner to upper intermediate levels
  - Translating reports – English to Italian
  
- Date
  - **FEBRUARY 1990 – SEPTEMBER 1995**
- Employer's Name and Address
  - **Chubb Security Systems (Canada) Inc.**
  - 5300 Explorer Drive, Mississauga, ONTARIO
  - Type of company or sector
    - Security Systems – Commercial, Financial & Residential
  - Type of employment
    - Customer Relations Coordinator / Receptionist (Feb. 1990 – June 1990)
- Main duties and responsibilities
  - Scheduling of service appointments.
  - Pricing of invoices.
  - Processing new orders.
  - Data entry of payroll timesheets.
  - Dispatching service technicians.
  - Responding to customer complaints or requirements in regards to the repair of equipment.
  - Liaising with police forces and alarm customers (Residential, Commercial & Financial).
  - Co-ordinating Service to respond for false alarm prevention.
  - Responding to customer complaints and requirements and addressing the same to the proper departments.
  - Invoicing, set-up and sale of guard response services.
  - Corresponding with police forces (metropolitan, provincial and national) on behalf of the company's clientele.

## EDUCATION AND TRAINING

<p>Date Name and type of educational or training institution Main subjects / professional skills of study Degree / diploma / certificate received</p>	<p>January 2020 / December 2020 Cambridge ESOL  Speaking Examiner  YLE Speaking Examiner (Starter, Movers, Flyers) / Cambridge KEY Speaking Examiner</p>
<p>Date Name and type of educational or training institution Main subjects / professional skills of study Degree / diploma / certificate received</p>	<p>May 2018 / March 2019 (renewal) English Speaking Board (International) Ltd.  Oral Examiner  Qualification as Oral Examiner for ESB exams</p>
<p>Date Name and type of educational or training institution Main subjects / professional skills of study Degree / diploma / certificate received</p>	<p>December 2017 British Institutes Exam Board (BIEB)  Examiner  Level 3 Examiner (Levels A1 – C2 / Young Learners)</p>
<p>Date Name and type of educational or training institution Main subjects / professional skills of study Degree / diploma / certificate received</p>	<p>February 2013 INTESOL Worldwide Ltd. /NCFE  Teaching English as a Foreign Language  NCFE Accredited TEFL Certification – Grade A1</p>
<ul style="list-style-type: none"> <li>• Date</li> <li>• Name and type of educational or training institution</li> <li>• Main subjects / professional skills of study</li> <li>• Degree / diploma / certificate received</li> </ul>	<p>June 2008 / July 2011 / July 2014 ICB Director of Studies Certification - Renewal  DOS Certificate (ICB)</p>
<ul style="list-style-type: none"> <li>• Date</li> <li>• Name and type of educational or training institution</li> <li>• Main subjects / professional skills of study</li> <li>• Degree / diploma / certificate received</li> </ul>	<p>May / June 2005 British Institutes / ICB  Director of Studies Certification  DOS Certificate (ICB)</p>
<ul style="list-style-type: none"> <li>• Date</li> <li>• Name and type of educational or training institution</li> <li>• Main subjects / professional skills of study</li> <li>• Degree / diploma / certificate received</li> </ul>	<p>September 1985 – June 1989 University of Toronto  Specialist in Italian / French with minor in Anthropology  Bachelor of Arts Degree - Honours</p>
<ul style="list-style-type: none"> <li>• Date</li> <li>• Name and type of educational or training institution</li> </ul>	<p>September 1980 – January 1985 Erindale Secondary School</p>

- Main subjects / professional skills of study  
French / Italian / Spanish / German.
- Degree / diploma / certificate received  
Secondary School Honours Graduation Diploma

## PERSONAL ABILITIES / SKILLS

Mother tongue	<b>English</b>				
Other language(s)					
Self-assessment					
European level (*)					
<b>Italian</b>	C1		C1		B2
<b>French</b>	B1+		B2		B1

(\*) COMMON EUROPEAN FRAMEWORK OF REFERENCE FOR LANGUAGES

## INTERACTION ABILITY / SKILLS

WORKING AND LIVING WITH OTHERS IN A MULTICULTURAL ENVIRONMENT, EMPLOYED IN POSITIONS IN WHICH COMMUNICATION IS IMPORTANT AND IN SITUATIONS IN WHICH TEAMWORK IS ESSENTIAL.

## ORGANIZATIONAL ABILITY / SKILLS

COORDINATION AND ADMINISTRATION OF PEOPLE AND SITUATIONS TO OBTAIN OPTIMAL RESULTS / COMPLETION OF PROJECTS BY GIVEN DEADLINE, EXCELLENT ORGANIZATIONAL SKILLS.

## TECHNICAL ABILITY / SKILLS

COMPUTER LITERATE IN USE OF OFFICE PROFESSIONAL 2003 AND INTERNET RELATED PROGRAMMES / WINDOWS XP / WINDOWS VISTA

## DRIVER'S LICENSE(S)

Italian B license with personal car

I authorize the use of personal data in accordance with the law 675/96.