

**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

ATENEIO 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!™ / Coordinator for English is Fun!™

- 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!™ programme (children 3–8/ 1-3 years old)
- Qualified teacher trainer of English is Fun!™ 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
- Employer's Name and Address
 - Type of company or sector
 - Type of employment
- Date
- Employer's Name and Address
 - Type of company or sector
 - Type of employment
- Main duties and responsibilities
 - Teaching individual and group lessons from beginner to upper intermediate levels
 - Translating reports – English to Italian

- Date
- Employer's Name and Address
 - Type of company or sector
 - Type of employment
- 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

Date	January 2020 / December 2020
Name and type of educational or training institution	Cambridge ESOL
Main subjects / professional skills of study	Speaking Examiner
Degree / diploma / certificate received	YLE Speaking Examiner (Starter, Movers, Flyers) / Cambridge KEY Speaking Examiner
Date	May 2018 / March 2019 (renewal)
Name and type of educational or training institution	English Speaking Board (International) Ltd.
Main subjects / professional skills of study	Oral Examiner
Degree / diploma / certificate received	Qualification as Oral Examiner for ESB exams
Date	December 2017
Name and type of educational or training institution	British Institutes Exam Board (BIEB)
Main subjects / professional skills of study	Examiner
Degree / diploma / certificate received	Level 3 Examiner (Levels A1 – C2 / Young Learners)
Date	February 2013
Name and type of educational or training institution	INTESOL Worldwide Ltd. /NCFE
Main subjects / professional skills of study	Teaching English as a Foreign Language
Degree / diploma / certificate received	NCFE Accredited TEFL Certification – Grade A1
• Date	
• Name and type of educational or training institution	June 2008 / July 2011 / July 2014 ICB
• Main subjects / professional skills of study	Director of Studies Certification - Renewal
• Degree / diploma / certificate received	DOS Certificate (ICB)
• Date	May / June 2005
• Name and type of educational or training institution	British Institutes / ICB
• Main subjects / professional skills of study	Director of Studies Certification
• Degree / diploma / certificate received	DOS Certificate (ICB)
• Date	September 1985 – June 1989
• Name and type of educational or training institution	University of Toronto
• Main subjects / professional skills of study	Specialist in Italian / French with minor in Anthropology
• Degree / diploma / certificate received	Bachelor of Arts Degree - Honours
• Date	September 1980 – January 1985
• Name and type of educational or training institution	Erindale Secondary School

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

PERSONAL ABILITIES / SKILLS

Mother tongue
Other language(s)
Self-assessment
European level ()*

English

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C1	C1	C1	C1	B2
B1+	B2	B1	B1	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.